

Potosi High School

2015-2016



Parent/Guardian Signature

Please sign above and check below to verify that you have read and agree to the following:

- I have read and discussed the Potosi High School Student Handbook with my child.
- I have read the school district's Technology Usage Policy** on pages 30-33. (Please check to give your son/daughter permission to use technology resources.)
- On occasion, your child's photograph and/or name may be published in the local area newspaper(s) or on our school web page. (Please check if you give permission to allow this.)

Student Name: _____

Advisor: _____

P o t o s i H i g h S c h o o l

Preparing every student for success!

Students:

Welcome to Potosi Senior High School. We're pleased to have you as a student. You'll be challenged with opportunities whether you're a freshman or a senior. You're beginning a new year, a year unlike those that came before or those yet to be.

You'll spend a year in a school that represents pride, tradition, and excellence, and the Potosi Staff is here to help you fulfill your aspirations. We encourage you to participate in extra-curricular programs. We have a caring and talented staff. This is your school and the memories you will have of it will reflect what you do here as a student.

Potosi High School wishes you an enjoyable and rewarding school year.

Sincerely,
Professional Staff

School Calendar at a Glance

August 13:	Students' First Day	December 18:	End 1 st Semester
September 7:	Labor Day (No School)	January 4:	School Resumes
September 21:	Teacher Wkshop (No School)	January 18:	Teacher Wkshop (No School)
October 9:	First Quarter Ends	February 15:	(W6) Pres. Day (No School)
October 15:	P/T Conf. (1:00 Dismiss)	March 4:	Third Quarter Ends
October 16:	P/T Conf. (No School)	March 24:	Easter Break (No School)
November 6:	Teacher Wkshop (No School)	March 25:	Easter Break (No School)
November 25:	Thanksgiving (1:00 Dismissal)	March 28:	Easter Break (No School)
November 26:	Thanksgiving (No School)	May 12:	Students' Last Day (1:00 Dismiss)
November 27:	Thanksgiving (No School)		

Student Info

Name: _____

Advisor: _____

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Policy of the Board of Education

It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, marital status, sex, age, handicapping conditions or organizational memberships. In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel, in educational programs, offerings, services, and vocational opportunities offered to students, in the discipline, and in the location and use of facilities and educational materials. All interested persons are further notified that R-3 Administrators designated to coordinate its compliance activities in these areas include:

Title IX: Matt Bradley, Athletic Director

Section 504 and the Americans with Disabilities Act: Kim Hartley, Director of Special Services.

FERPA - Family Education Rights and Privacy Act

Under FERPA, an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent. Additionally, § 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters or institutions of higher education upon request, subject to a parent’s request not to disclose such information without written consent. A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and § 9528. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so. (Policy JO)

To opt out of the public, nonconsensual disclosure of directory information, a PHS student’s parent/guardian should contact the student’s counselor by September 1st of the current school year.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Information Released to United States Military

Parents/Guardians, please be aware that the United States Military may request, under Public Law 106-398, a current list of all juniors and seniors full name, home address/location, and telephone numbers. Under this law, a secondary student or the parent of the student may request that the information not be released. Please call your son's/daughter's counselor by September 1st of each school year if you want their name removed from this list. Unless notified by September 1st, Potosi High School will comply with the Public Law 106-398 and release this information to the United States Military branches.

The No Child Left Behind Act

Upon your request, our district is required to provide to 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 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 parents may request, districts must provide to each parent:

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

**Missouri Department of Elementary & Secondary Education
No Child Left Behind Act of 2001 (NCLB)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents
General Information
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Complaints filed with the Department
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Appeals
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¹ Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C
Revised 1/15

² In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

1. What is a complaint under NCLB?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

Grievance Procedure

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education 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 of nondiscrimination 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 sections 504 Coordinator(s) – If the grievance is not resolved at level one and the grievants 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. 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 the event giving rise to the grievance or from the date grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator, A minor student may be accompanied by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to resolve 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 grievants may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievants receive the report from the Title IX and Sections 504 Coordinator. The grievants 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.

Public Complaints

The board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communications with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent of the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (1) above, or problems and questions concerning the school district, should be directed to the superintendent.

Public Notice

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact the Special Education Director at 573-438-2315.

The Potosi R-III School District assures that it will provide a free and appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, being deaf/blind, emotional disorders, hearing impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Potosi R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Potosi R-III 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 (FERPA).

The Potosi R-III 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 agencies assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the office of the Director of Special Education, 400 North Mine St., Potosi, Missouri from 8:00 a.m. to 3:30 p.m., Monday through Friday.

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 child; parent's or 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 who is not attending the public school, please contact the Director of Special Services, Potosi R-III School District at 438-2315.

Public Notice: Asbestos Regulations Open to the Public

Federal regulations under the Asbestos Hazard Emergency Response Act (AHERA) requires public notice to parents, guardians, and employees of the availability of an updated Asbestos Management Plan. The superintendent, who is in charge of compliance for the district, has announced that in compliance with regulations, the approved plans of Potosi R-III Schools are available from each building administrator and at the superintendent's office.

Teaching About Human Sexuality

The Board recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases, the faculty will follow the guidelines of Board policy IGAEB.

Allergies

Potosi R-3 School District will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful, but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life-threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

There are many products, including some school supplies, that contain latex. These supplies may include markers, glue sticks, erasers, and rubber bands. Please purchase only labeled latex-free school supplies for your child.

Please do not allow your child to bring balloons or any other toys that may contain latex to the classroom. If you would order a florist delivery for your child, please remind the florist to not include regular latex balloons with the order. Latex allergies can be life-threatening for some individuals.

School Policies

Student Responsibilities

Every student is responsible for knowing the procedures, policies, and requirements of the school. This means that it is each student's duty to familiarize himself/herself with the knowledge of graduation and academic requirements: guidance services; discipline policy; attendance; and the other items in this handbook and handouts provided. Seniors are reminded that all obligations (examples: fines, fees, textbooks returned, etc.) must be met before diplomas will be issued.

The policies and procedures contained in this handbook have been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

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

Our school welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

Philosophy of the Potosi School District

We, of the Potosi High School, realize that the perpetuation of our society depends on the progress of the individual. Continued progress and growth of the individual is the aim of education in our school.

We, of the Potosi High School, knowing full well the responsibility entrusted to us by our complex society, are dedicated to these goals:

- A. To develop in each of our pupils the responsibility of the personal dignity of man.
- B. To cultivate intellectual curiosity in each pupil.
- C. To equip each pupil to live a responsible and profitable life as a citizen of the community, nation, and world.
- D. To aid each pupil in acquiring and developing desirable traits of character.
- E. To develop and teach the fundamental skills, effective study habits and work habits.

To fulfill these goals, we of the Potosi High School, must to the best of our ability:

- A. Recognize the individuality of each student and develop this individuality through guidance and encouragement.
- B. Organize and operate the program of education to develop the total individual.
- C. Instill in each student an appreciation for, and loyalty to, his/her country.

In the Potosi High School, the child is the center of all efforts. This principle of education should direct our efforts toward a practical, as well as theoretical, philosophy. Acceptance of this philosophy is the first step. Cooperation of parents, teachers, and administrators is essential in establishing and maintaining high educational standards for our school.

Objectives

1. To provide experience which will further the maximum intellectual development of each individual according to their interests, needs, and abilities.
2. To promote the development of desirable character and personality traits.
3. To develop useful knowledge of the fundamental tools of learning.
4. To develop a disciplined mind providing training in recognition of and possible methods of attack upon real problems.
5. To develop an intelligent understanding of the institutions and organized society.
6. To develop skills, habits, and proper attitudes necessary to perform fundamental civic, economic, and social activities conducive to good citizenship.
7. To acquaint individuals with some of the varied forms of culture that have and do exist in society.
8. To develop an understanding of the means necessary for healthful living commensurate with the individual's ability and physical environment.
9. To create an appreciation for a clean, attractive environment and a respect for the property right of others.
10. To instill an attitude of tolerance for religion, race, sex, and individual differences in others.
11. To encourage all parents and citizens of the community to participate and cooperate in matters of educational interest.
12. To provide incentives and opportunities for professional growth on the part of the faculty.
13. To initiate each individual both a love of learning and a practical training in how to learn.
14. To help individuals become more free and more responsible in a democratic society.
15. To instill in each individual both a love of learning and practical training in how to learn.
16. To inform parents of the progress in the education of their child.
17. To make available assistance to parents in identifying, understanding, and meeting the needs of their children.

Student Guidelines

Attendance Policy

Parents should call 438-2156 on the day of their student's absence between 7:15 a.m. and 2:00 p.m. or leave it on the attendance secretary's voicemail. Calling verifies an absence, ensuring the student will not be counted truant.

Students should not be out of class without the student handbook and are not allowed off school grounds without parental permission. Any student arriving 29 or more minutes late to a class will be counted absent from the class.

IMPORTANT: Students are required to have 93% attendance, excused and unexcused, to attend field trips.

Excessive absences whether excused or unexcused, may affect the student's academic grade. Excellent attendance promotes success.

1. A student may miss a total of 7 hours each semester in any given class without affecting his or her credit. **Both excused and unexcused absences are included in this total.**
2. If a student is absent from a given class 8 to 10 times in a semester, the student will receive a grade of "No Credit" or "NC." That student can attend Saturday School to make up these hours and recover their grades and credit.
3. If a student is absent from a given class more than 11 times in a semester, the student will receive a grade of "No Credit" or "NC." After having attended the required Saturday school, that student can be put on an Attendance Contract for the subsequent semester in order to regain lost credits.
4. Absences caused by significant and/or potentially life-threatening illnesses can be appealed to the administrator with appropriate medical documentation.
5. A student assigned to Out-of-School Suspension (OSS) will not have that number of days charged against his or her total. However, if a student elects to take OSS after having been assigned In-School-Suspension (ISS), those days will count towards his or her absences. The choice to take OSS in lieu of ISS can be made verbally or through behavior incompatible with good order in ISS.
6. Student absences falling on the day of a test or the day that an assignment is due shall be treated as follows:
 - A. Advanced assignments are those assigned at least ten school days in advance. These will be due on the day and time designated regardless of whether or not the student is present. These assignments may be brought to the teacher by parents or delivered by other means. In cases of significant extenuating circumstances (e.g., death in the family), teachers may choose to grant students an extension for an advanced assignment.
 - B. Regular assignments are those normally due the next day or within the next few days. A student shall have additional time, equal to the amount of time he/she was absent, to turn in these assignments. Assignments turned in later than this may fail to receive a grade or may not be accepted at all by the teacher. It is clearly the student's responsibility to find out what he/she has missed if absent and make arrangements for turning in work to a teacher.
 - C. If a student missed a major test, it may be made up on the day that the student returns to school, if the student chooses.
7. If a student is absent for the quarter or semester exam in a course, permission to make up the exam must be secured from an administrator. In this case, absence will be checked very carefully and a doctor's verification may be required in individual cases to make up the final exams missed.

8. Students who are absent on the day of an activity shall not be considered eligible to participate on that date without having cleared their absence in advance by an administrator. This applies to all activities including athletics, music, drama, speech, etc.
9. Any student who is absent from school without parents' knowledge or permission will be considered truant and dealt with accordingly. **This includes a student who leaves without informing the office and signing out.**
10. A student who is suspended from school will have that number of days charged against the total of five days. In addition, if a student chooses to take OSS after being assigned to ISS, the OSS days are automatically unexcused.
11. Leaving school:
 - A. No student may leave school during the day except by permission of an administrator.
 - B. Students who have doctor appointments, etc. that cannot be scheduled outside the school day should have their parent call the school indicating the nature of the appointment and the time that the student must leave. All professional appointments should be scheduled outside the school day as often as possible.
 - C. No student will leave the building without signing out in the office. When a student returns to the building, he/she will sign in at the office before returning to class.
 - D. Any student becoming ill or injured during the day should report to the school nurse or, if she is not in the building, to the office. Students are not to leave unless he/she is properly checked out through the office.
12. Students who have maintained perfect attendance for each quarter and the entire school year will be awarded with a school activity. Note: Perfect Attendance is defined as not having been absent for any day or period(s) of a day. (A student missing less than 29 minutes in a school day is not counted as absent.) There are no excused absences considered.
13. Students should be aware that attendance is counted by *hours* as well as days. If credit has not been earned in one class due to excessive absences, it is also counted against the total attendance and may affect other hours in which the absences fall within the seven day limit. Therefore, it is important to realize that the *total* number of hours will determine whether any credit will be earned for that semester. **DO NOT** simply quit going to one class because you have failed to earn credit in it. These hours are added to the total of all hours in all classes.
14. Any student that is in ISS or OSS may not attend field trips at the time they are in ISS or OSS.
15. Any student who has more than seven unexcused absences will forfeit their right to attend end of the year field trips unless the trip is a competition or educational and relates to the course curriculum. This should be a privilege and should not be abused.

Saturday School Program

Saturday School Program (SSP) is an opportunity for a student who is absent more than 7 days of any given class or 7 days in a semester to make up missed educational opportunities involving classroom learning time to POSSIBLY prevent the failure to earn credit due to absences. Please note that unexcused absences are cumulative. Absences made up are not removed from the student's total number of unexcused absences. NOTE: EXCESSIVE ABSENCES COULD STILL RESULT IN CREDIT NOT BEING EARNED. Saturday School will be held on Saturdays from 8:00 a.m. to 1:00 p.m. It is supervised by staff members, and they are responsible for following the procedure and making referrals for those students who violate the guidelines.

Procedure:

1. Saturday School assignment is made by an administrator, and students are given one week to make arrangements to attend. The rules of Saturday School are shared with the student. Parents are contacted to notify them of the date of the assignment.
2. The student must report to the Commons Area by 8:00 a.m. on the assigned date. The building will be open at 7:45 a.m.. No student will be allowed to enter after 8:00 a.m.
3. Students assigned to Saturday School are required to bring work in an effort to improve student achievement.

Only the main entrance to the commons area will be open for students to enter the building for Saturday School.

Discipline Policy

Although the majority of students in the school district follow the rules of the district, it is likely that some students will violate these rules. When a violation occurs, the imposition of sanctions should be expected. Because we should realize individual differences for our students, the administration of penalties needs to be guided by the premise that if a particular individual can best be handled and/or the situation best controlled by a means other than the set standards, then that method should be employed. (Policy JG-R3)

Students with disabilities will abide by the same discipline guidelines as their non-disabled peers. Any exceptions will be noted in the student's IEP (Individual Education Plan). The rights of all disabled children will be protected under the provision of the IDEA Amendments of 1997. Students who have maintained perfect discipline for each quarter and the entire school year will be awarded with a school activity.

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the school. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education.

It is the policy of the Potosi R-3 School District to report all crimes occurring on district property 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.

In-School Suspension (ISS)

1. Students can be assigned to ISS only two times per semester. Minimum assignment to ISS is 3 days - maximum is 10 days.
2. ISS students may not participate in any extra- or co-curricular activities during the time of their suspension.
3. If students are absent from school during their assignment to ISS, they must have a note from a doctor or parent contact with the principal before the ISS assigned days can be completed.
4. Failure to comply with this contract may result in additional days assigned in ISS or Out-of-School-Suspension.
5. Students in ISS will report to the ISS room upon arriving at school with paper, pencils, and textbooks.

After School Detention (ASD)

1. Students are to report to the library immediately after school to serve ASD. It is held from 3:00 to 4:00 p.m. on Tuesday, Wednesday, and Thursday as needed.
2. Students must be seated by 3:05 to be allowed to stay for ASD.
3. Students must bring materials necessary to do homework or other school work.
4. Talking will not be permitted during ASD unless permission is granted by the teacher monitoring ASD.
5. Sleeping will not be allowed. Students are expected to work while in ASD.
6. No food or drinks are allowed.
7. Students may not leave their assigned seats without permission.

8. Students who do not serve their ASD on the day that it is assigned will automatically be assigned a second detention unless arrangements are made prior to the scheduled date.
9. Failure to comply with these guidelines may result in days assigned to ISS.

Community Service

With parent permission, students can be assigned Community Service as an alternative to After School Detention. Students will report to the library after school from 3:00 to 4:00 p.m. and will be assigned to a particular area.

Disciplinary Offenses and Consequences

1. **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.
 - A. First Offense: No credit for work, grade reduction, or replacement of assignment
 - B. Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extra-curricular activities.
2. ***Arson:** Starting or attempting to start a fire or causing or attempting to cause an explosion.
 - A. First Offense: Detention, ISS, 1-180 days OSS, or expulsion. Restitution if appropriate.
 - B. Subsequent offense: 1-180 days OSS or expulsion. Restitution if appropriate.
3. ***Assault:**
 - A. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
 - a. First Offense: Principal/Student conference detention, ISS, 1-180 days OSS or expulsion.
 - b. Subsequent Offense: ISS, 1-180 days OSS or expulsion.
 - B. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.
 - a. First Offense: Expulsion
4. **Automobile/Vehicle Misuse:** Uncourteous or unsafe driving on or around school 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 property.
 - A. First Offense: Suspension or revocation of parking privileges, detention, ISS, or 1-10 days OSS.
 - B. Subsequent Offense: Revocation of parking privileges, detention, ISS, or 1-180 days OSS.
5. **Bullying:** Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.
 - A. First Offense: ASD, ISS, or 1-180 days OSS.
 - B. Subsequent Offense: 1-180 days OSS.
6. **Bus or Transportation Misconduct:** 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.
7. **Communications Class:** Refusing to complete speech requirements.
 - A. First Offense: Principal/Student conference, student given another chance with grade reduced.
 - B. Subsequent Offense: Principal/Student conference, 2nd offense ISS, 3rd offense the student is removed from the class with failing grade for the semester.
8. **Dishonesty:** Any act of lying, whether verbal or written, including forgery.

- A. First Offense: Nullification of forged document, principal/student conference, ASD, ISS or 1-10 days OSS.
 - B. Nullification of forged document. ASD, ISS, 1-180 days OSS, or expulsion.
9. **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.
- A. First Offense: Principal/Student conference, ASD, ISS, or 1-10 days OSS.
 - B. Subsequent Offense: ASD, ISS, 1-180 days OSS, or expulsion.
10. **Dress Code Violation:** Students will be expected to follow the dress code published in the student handbook.
- A. First Offense: Principal/Student conference and student will be requested to change the item which puts them in non-compliance.
 - B. Subsequent Offense: Principal/Student conference, parents contacted and ASD.
11. ***Drug/Alcohol:**
- A. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
 - a. First Offense: ISS or 1-180 days OSS.
 - b. Subsequent Offense: 1-180 days OSS.
 - B. 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.
 - a. First Offense: ISS or 1-180 days OSS.
 - b. Subsequent Offense: 1-180 days OSS.
 - C. 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.
 - a. First Offense: 1-180 days OSS or expulsion.
 - b. Subsequent Offense: 1-180 days OSS or expulsion.
12. **Electronic Communication Devices, Possession:** Cell phones and electronic pagers are not to be used and turned off during instructional time (class time). Cell phones and other electronic devices are not to be used to transmit information, including text messages.
- A. First Offense: Principal/Student conference, device will be held in office for parent to pick up.
 - B. Second Offense: Principal/Student conference, device held in office for parents to pick up, ASD.
 - C. Subsequent Offense: Principal/Student conference, device held in office for parents to pick up, ISS.
13. **Extortion:** Threatening or intimidating any person for the purpose of obtaining money or anything of value.
- A. First Offense: Principal/Student conference, ASD, ISS, or 1-180 days OSS.
 - B. Subsequent Offense: ISS or 1-180 days OSS.
14. **Failure to Meet Conditions of Suspension:** 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.
- A. First Offense: Verbal warning, ASD, ISS, 1-180 days OSS or expulsion.
 - B. Subsequent Offense: Verbal warning, ASD, ISS, 1-180 days OSS or expulsion.

15. **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.
- A. First Offense: Restitution. Principal/Student conference, detention, or ISS.
 - B. Subsequent Offense: Restitution. Detention or ISS.
16. **False Alarms:** 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 property.
- A. First Offense: Restitution. Principal/Student conference, ASD, ISS, 1-180 days OSS or expulsion.
 - B. Subsequent Offense: Restitution. ISS, 1-180 days OSS, or expulsion.
17. **Fighting (see also “Assault”):** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- A. First Offense: Principal/Student conference, ASD, ISS, or 1-180 days OSS.
 - B. Subsequent Offense: ISS 1-180 days OSS, or expulsion.
18. **Gambling:** Betting on an uncertain outcome, regardless of the 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.
- A. First Offense: Principal/Student conference, loss of privileges, ASD, or ISS.
 - B. Subsequent Offense: Principal/Student conference, loss of privileges, ASD, ISS, or 1-10 days OSS.
19. **Harassment, including Sexual Harassment:**
- A. 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. Example 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.
 - a. First Offense: Principal/Student conferences, detention, ISS, 1-180 days OSS, or expulsion.
 - b. Subsequent Offense: ISS, 1-180 days OSS, or expulsion.
 - B. 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 touching occurred through or under clothing; or pushing or fighting based on protected characteristics.
 - a. First Offense: ISS: 1-180 OSS, or expulsion.
 - b. Subsequent Offense: 1-180 days OSS, or expulsion.
20. **Hazing:** 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 purpose 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 school-sponsored activity. Hazing may occur even when all students are willing participants.
- A. First Offense: ISS or 1-180 days OSS.
 - B. Subsequent Offense: 1-180 days OSS or expulsion.
21. **Incendiary Devices:** 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.
- A. First Offense: Principal/Student conference and 5 days ISS.
 - B. Subsequent Offense: Principal/Student conference, 10 days ISS, 1-180 days OSS, or expulsion.
22. **Nuisance Items:** Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

- A. First Offense: Confiscation. Warning, Principal/Student conference, detention, or ISS.
 - B. Subsequent Offense: Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS.
23. **Leaving School Without Permission:** Students who leave school during the day must sign out in the office before leaving.
- A. First Offense: Principal/Student conference, warning, or ASD.
 - B. Subsequent Offense: Principal/Student conference, 3-10 days ISS.
24. **Physical Education Dress Policy:** All students are expected to wear appropriate attire for participation in the activities of the class. The student receives two no dresses without penalty before the teacher makes a referral to the office.
- A. First Offense: Principal/Student conference and letter sent to parents explaining dress policy.
 - B. Principal/Student conference, 2nd offense student assigned to ASD, 3rd offense student removed from the class and a failing grade is received for the semester.
25. **Public Display of Affection:** Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.
- A. First Offense: Principal/Student conference, ASD, ISS, or 1-180 OSS.
 - B. Subsequent Offense: ASD, ISS, 1-180 days OSS, or expulsion.
26. **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 protect by law.
- A. First Offense: Confiscation. Principal/Student conference, detention, or ISS.
 - B. Subsequent Offense: Confiscation. Detention, ISS, 1-180 days OSS, or expulsion.
27. **Sexual Activity:** Acts of sex or simulated acts of sex, including, but not limited to, intercourse or oral or manual stimulation.
- A. First Offense: Principal/Student conference, ASD, ISS, or 1-180 days OSS.
 - B. Subsequent Offense: Detention, ISS, 1-180 days OSS, or expulsion.
28. **Sexual Harassment:**
- A. Use of unwelcome verbal, written, or symbolic language based on gender or of a sexual nature. Example of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors, and other unwelcome sexual advances.
 - a. First Offense: Principal/Student conference, ASD, ISS, 1-180 days OSS, or expulsion.
 - b. Subsequent Offense: ISS, 1-180 days OSS, or expulsion.
 - B. 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.
 - a. First Offense: ISS, 1-180 days OSS, or expulsion.
 - b. Subsequent Offense: 1-180 days OSS or expulsion.
29. **Tardiness:** Each teacher will discipline their students for tardy one and two. Tardy three:
- A. First Offense: Principal/Student conference, and ASD.
 - B. Subsequent Offense: Principal/Student conference, tardy four to the same class - student assigned two ASD; tardy five or more - student assigned ISS.
30. **Technology Misconduct:**
- A. 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.

- a. First Offense: Restitution. Principal/Student conference, loss of user privileges, ASD, ISS, or 1-180 days OSS.
 - b. Subsequent Offense: Restitution. Loss of user privileges, 1-180 days OSS, or expulsion.
- B. Violation other than those listed in (A).
- a. First Offense: Restitution. Principal/Student conference, loss of user privileges, ASD, ISS, or 1-180 days OSS.
 - b. Subsequent Offense: Restitution. Loss of user privileges, 1-180 days OSS, or expulsion.
- C. Use of audio or visual recording equipment in violation of Board policy KKB.
- a. First Offense: Confiscation. Principal/Student conference, ASD, or ISS.
 - b. Subsequent Offense: Confiscation. Principal/Student conference, ASD, ISS, or 1-10 days OSS.
31. ***Theft:** Theft, attempted theft, or knowing possession of stolen property.
- A. First Offense: Return of or restitution for property. Principal/Student conference, ASD, ISS, or 1-180 days OSS.
 - B. Subsequent Offense: Return of or restitution of property. 1-180 days OSS, or expulsion.
32. **Threats or Verbal Assault:** Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
- A. First Offense: Principal/Student conference, ASD, ISS, 1-180 days OSS, or expulsion.
 - B. Subsequent Offense: ISS, 1-180 days OSS, or expulsion.
33. **Tobacco:**
- A. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on school grounds, school transportation or at any school activity.
 - a. First Offense: Confiscation of tobacco product. Principal/Student conference, ASD, or ISS.
 - b. Subsequent Offense: Confiscation of tobacco product. ASD, ISS, or 1-10 days OSS.
 - B. Use of tobacco products on school grounds, school transportation, or at any school activity.
 - a. First Offense: Confiscation of tobacco product. Principal/Student conference, ASD, ISS, or 1-3 days OSS.
 - b. Subsequent Offense: Confiscation of tobacco product. ISS or 1-10 days OSS.
34. **Truancy:** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parent/guardians.
- A. First Offense: Principal/Student conference, ASD, or 1-3 days ISS.
 - B. Subsequent Offense: ASD or 3-10 days ISS.
35. **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.
- A. First Offense: Principal/Student conference, ASD, ISS, or 1-180 days OSS.
 - B. Subsequent Offense: 1-180 days OSS, or expulsion.
36. **Unprepared for Class:**
- A. First Offense: Principal/Student conference and ASD.
 - B. Subsequent Offense: Principal/Student conference, 2nd offense - student assigned 2 ASD, 3rd offense - student is assigned 3 days ISS.
37. ***Vandalism:** Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.
- A. First Offense: Restitution. Principal/Student conference, ASD, ISS, 1-180 days OSS, or expulsion.
 - B. Second Offense: Restitution. ISS, 1-180 days OSS, or expulsion.
38. ***Weapons:**
- A. 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.

- a. First Offense: ISS, 1-180 days OSS.
 - b. Subsequent Offense: 1-180 days OSS.
- B. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010 RSM0 or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
- a. First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
 - b. Subsequent Offense: Expulsion.

**Asterisks represent Safe School Violations:* Any offense which constitutes a “serious violation of the district’s discipline policy” as defined in Board policy JGF will be documented in the student’s discipline record.

***To be eligible to participate in the A+ Schools Program is a privilege - not an inherent right - which is granted if you meet the eligibility standards set forth by the Potosi R-3 School Board. Violation of the *(asterisk) item may result in probation of one (1) semester or ineligibility.*

Progress Reports and Grading Procedures

Progress reports for all students are given for students to share with their parents at mid-quarter during each of the grading periods. Final exams will be given during the last two days of each quarter. Students are to provide physical verification of illness to make up final exams. Report cards will be given to students every nine weeks. If you have a question concerning your report card, please contact your counselor. Parents are urged to call or email their child’s teacher about individual grades. The principal may also provide assistance.

Parent/Student Portal

The parent/student portal in **Power School** at www.potosir3.org is available to access current school-related records online using the username and password provided by the school.

Grading Scale

A	Excellent	90%-100%
B	Above Average	80%-89%
C	Average	70%-79%
D	Below Average	60%-69%
F	Failing	0%-59%
I	Incomplete	
NC	No Credit	Attendance Issue

Tutoring and Re-Testing Program

The purpose of tutoring is to achieve mastery of concepts and to ensure our district mission that all Potosi High School students will have the opportunity to reach their learning potential and prepare to become responsible citizens through cooperative effort among home, school, and community.

This will be accomplished through re-teaching of key concepts in tutoring sessions and re-testing.

1. If you are failing a class, you will be required to go to tutoring at least once a week until you are passing.
2. If you fail a test, you will be required to go to tutoring and then retake the test. These conditions apply.
 - a. Your teacher will decide how much tutoring and with whom you need to tutor before you retake the test.
 - b. You need to retest before school or after school.
 - c. The better of the two test scores will be recorded in the grade book.
 - d. An 89% is the highest grade that can be achieved on a test retake.
 - e. You have to tutor and retest within 2 weeks or before your next test.
3. If you passed a test, but want to improve your grade, you have the option of retaking one test per quarter grading period. These conditions apply: You and your teacher will decide how much tutoring you need before retaking the test.
 - a. You have to tutor and retest within 2 weeks or before your next test.

- b. The retake grade will be recorded.
- c. An 89% is the highest grade that can be achieved on a test retake.
- d. You need to retest before school or after school.

Guidance Counselors

Students wanting to see the counselor may do so before school, during lunch, or after school. The counselors will help you by providing information on grades, graduation requirements, courses, and career/college awareness and preparation. Also, they will counsel you on personal problems. You may not leave to visit your counselor unless you have permission from the teacher and a written pass. Should the counselors be busy when you arrive at their office, sign your name on a roster and return to class. Counselors will call for you during the same period if possible.

Mrs. Tammy Chazelle-Finley	A-F
Mrs. Angela Schlosser	G-M
Mrs. Kristie Gray	N-Z

Schedule changes will not be made after **5** days into the semester without the principal’s approval and without the student taking an “F” for the course(s) being changed or dropped. Schedule changes will be made to rectify errors and to balance class sizes.

Missouri Statewide Assessment

The courses that will be tested in the 2015-16 school year are Algebra 1, Geometry, Algebra II, Biology, English I, English II, American History and Government. The grade would be figured by finding the average of the grades for the two quarters counting as 90% of the semester grade and the EOC as 10% of the final grade upon completion of the course.

Example: 3rd Quarter-89% 4th Quarter-82%
 Average of 3rd and 4th Quarter – $(89+82)/2 = 85.5$ or 86%
 EOC Test- 77%
 Semester Grade= $(9 \times 86 + 1 \times 77)/10 = 85.1\%$ or 85%

Other Testing for College Preparation

- ACT Required Test*---- All Juniors (Spring)
- ACT Preparatory Test* ----- Given to 9th and/or 10th graders during first semester
- COMPASS* and/or *ACT* - Given throughout the year, recommended for 11th & 12th grade students
- ASVAB* ----- Given by Military in November, recommended for 11th & 12th grade students
- PSAT ----- Given in October, recommended for 10th & 11th grade students

Please see your counselor and listen to the memo for more detailed information.

PHS - National ACT Test Site

Potosi High School has become one of the National ACT test sites. The cost to take the ACT is: Assessment - \$38.00 and Assessment and Writing - \$54.50

Test Date	Registration Deadline	(Late Fee Required)
September 12, 2015	August 7, 2015	August 8–21, 2015
October 24, 2015	September 18, 2015	September 19–October 2, 2015
December 12, 2015	November 6, 2015	November 7–20, 2015
February 6, 2016*	January 8, 2016	January 9–15, 2016
April 9, 2016	March 4, 2016	March 5–18, 2016
June 11, 2016**	May 6, 2016	May 7–20, 2016

*No test centers are scheduled in New York for the February test date.

**See Non-Saturday testing for information related to this test date.

Potosi High School Graduation Requirements

English (.5 from Speech).....	4 credits
Mathematics.....	3 credits
Science.....	3 credits
Social Studies.....	3 credits
Fine Art.....	1 credit
Practical Art.....	1 credit
Physical Ed.....	1 credit
Health.....	½ credit
General Elective.....	7 credits
Personal Finance.....	½ credit
Total.....	24 credits

Promotion Guidelines

To graduate, a student must earn 24 credits and meet the requirements for graduation specified by the Department of Education and school district policy. All credits required can be earned through traditional high school courses. Additional methods to earn credit include Summer School, Credit Recovery and up to two (2) correspondence courses. All credits toward graduation must be earned prior to the graduation ceremony in order to participate.

Minimum requirements to be placed in grades 9-12 are as follows:

To be placed on grade level, the student must:

- 9 - promoted from grade 8
- 10 - earn 5 ½ units of credit cumulatively
- 11 - earn 11 units of credit cumulatively
- 12 - earn 17 units of credit cumulatively

Alternative Education Options

The Alternative School is an alternative academic program offered by the Potosi R-3 School District for students who are identified as needing a non-traditional academic environment in order to be promoted or earn a high school diploma. Students enrolled in the Alternative School program are still considered students of Potosi R-3 and may be able to participate in school activities.

The **PHS Alternative School** Committee approves the placement of the student into the Alternative School program. The student and his/her parent must attend an intake interview prior to attending the program. The seniors are given first priority for placement.

The **Missouri Option Program** permits full-time, public school enrolled students who are at least 17 years of age and who are at risk of dropping out or not graduating with their cohort group the opportunity to earn a standard high school diploma. Graduation through the Missouri Option Program is not dependent on Carnegie credit attainment. It is a *competency-based* program approved by the State School Board that utilizes a high school equivalency exam as an end-of-course event testing content mastery for graduation purposes. The exam, sanctioned by the state for the Missouri Option program, is the HiSET test, developed and distributed by the Educational Testing Service (ETS). Additional information regarding the new Missouri High School Equivalency Test may be found at <http://hiset.ets.org/>. Missouri Option students successfully passing the exam and completing all other program requirements are eligible to receive a high school diploma.

Dual Credit/Dual Enrollment Courses

Dual credit/enrollment courses are offered to qualifying students 16 years old or older in specific core areas. For more information on pre-requisite requirements, costs and registration, please see your counselor.

University of Missouri System Recommendations

4 Units of English	3 Units of Social Studies
4 Units of Math (Algebra I and above)	2 Units of Foreign Language
3 Units of Science	1 Unit of Fine Arts

National Collegiate Athletic Association (NCAA)

Entering high school freshmen that are college-bound student-athletes will need to meet specific academic requirements throughout high school in order to be eligible to participate in college athletics at a NCAA college or university. The NCAA determines eligibility. For more information you may visit with the PHS Athletic Director, coaches, a high school counselor or go online to www.ncaaclearinghouse.net.

Rank Calculation

Students will receive weighted credit for the following courses: Composition IV-1, Composition IV-2, College Algebra, Trigonometry, Calculus, World Civilization, Psychology, Sociology, Intro to Chemistry or Chemistry, Biology II and Physics. For transfer students, only those courses offered as weighted at PHS may be transcribed as weighted. Weighted courses allow a student to earn more grade points for the letter grade earned than a student would earn for the same grade in a non-weighted course. A student who earns the highest weighted cumulative grade point average (GPA) during high school will earn the title of Valedictorian of his/her senior class. The student with the second highest weighted cumulative GPA will earn the title of Salutatorian. The title of Valedictorian and Salutatorian is an academic honor. A student must have attended PHS for the last three (3) semesters to be considered for the honor of PHS Valedictorian/Salutatorian. Class rank, GPA, and ACT scores are requested on college and scholarship applications and are often used to meet scholarship criteria.

	Non-Weighted	Weighted
A	4.00	4.50
A-	3.75	4.25
B+	3.25	3.75
B	3.00	3.50
B-	2.75	3.25
C+	2.25	2.75
C	2.00	2.50
C-	1.75	2.25
D+	1.25	1.75
D	1.00	1.50
D-	0.75	1.25
F	0.00	0.00

High Honor Roll = All A's Honor Roll = B Average

To qualify for the honor roll, the student must be enrolled in at least six (6) courses during the semester in which the grades are earned. Part-time attendance students may also qualify if they are enrolled in a minimum of three (3) courses. Students must also have a minimum of 3.0 on the above non-weighted scale. Any student with a "D" or lower is disqualified during the period for which the grades are being considered.

A+ Schools Program

A+ Schools Program Scholarship

Potosi High School is a designated A+ School which means graduates meeting A+ requirements may be eligible for A+ Scholarships. The scholarship will reimburse, within the limits described in the following paragraph, the unpaid balance of tuition and general fees after all available, non-loan federal financial assistance, such as the federal Pell grant, has been applied to your account. This may result in a zero award if Pell grant is sufficient to cover all tuition and general fee charges. General fees are fees that are charged to all students and do not include fees specific to an individual program or group of students.

The tuition amount eligible for reimbursement is capped at the published standard per credit hour tuition rate charged by State Technical College of Missouri. For the 2014-15 academic year, the maximum rate is \$158 per credit hour or \$4.20 per clock-hour. The amount reimbursed may be reduced if there are insufficient state appropriations.

The goals of the A+ Program are:

- To ensure that ALL students graduate from high school.
- To ensure that ALL students complete a selection of high school study that is challenging and has identified learner expectations.
- To ensure that ALL students proceed from high school graduation to a college or post-secondary vocational or technical school, or high wage job with workplace skill development opportunities.

IF state funds are available, students may receive financial reimbursement from the state of Missouri if they have met the following requirements:

1. Be a U.S. Citizen, permanent resident or otherwise lawfully present in the United States.
2. Attended a designated A+ school for 3 years immediately prior to graduation.
3. Graduate from a designated A+ high school with an overall grade point average of 2.5 or higher on a 4.0 scale or the equivalent on another scale.
4. Have at least a 95% attendance record overall for grades 9-12.

5. Perform fifty (50) hours of unpaid tutoring or mentoring of which up to 25 percent (12.5 hours) may include job shadowing.
6. Maintain a record of good citizenship and avoid the unlawful use of alcohol and drugs, as defined by district policy.
7. Beginning with the high school graduating class of 2015, meet one of the following, unless the district has met all of the DESE requirements for a waiver of the Algebra I end-of-course exam for the recipient:
 - Achieve a score of proficient or advance on the official Algebra I end-of-course exam or a higher-level, DESE-approved end-of-course exam in the field of mathematics,

OR

 - As a high school or post-secondary student, have achieved a qualifying score, as established annually by the Coordinating Board for Higher Education, on the COMPASS exam published by ACT, Inc., or the mathematics component of the ACT test.
8. Prior to graduation, enter into a written agreement with the district to participate in the A+ Schools Program.
9. Meet any additional eligibility requirement set out in state law.

Potosi R-3 CHARACTER^{plus}

Having good character means understanding, caring about, and acting upon core ethical values such as honesty, respect, and responsibility. CHARACTER^{plus} is an initiative of Cooperating School Districts and devoted to advancing the cause and importance of character education. This organization is designed to address issues related to student character, responsibility, and academic achievement. CHARACTER^{plus} provides quality training, resources, and leadership to help parents and schools accomplish one of their most important jobs - the character development of the next generation.

Potosi R-3 School District, local businesses, faith communities, parents, and community members are proud to support and be a part of the CHARACTER^{plus} program. “If those of us who surround children, will model and encourage commendable character, we will reap the cultural rewards in our homes, schools, communities, state, nation and ultimately the world.” Kent King

Monthly Character Traits, Phrases, and Colors

January	<i>Honesty/Yellow:</i> Honesty is the first step to greatness, always be truthful.
February	<i>Responsibility/Green:</i> Our choices help to decide what will happen next in our lives.
March	<i>Respect/Blue:</i> Treat others as you would like to be treated-Golden Rule
April	<i>Compassion/Pink:</i> Being kind and caring to each other and to all living creatures.
May	<i>Self Discipline/Red:</i> Be a self-learner and discipline yourself.
June	<i>Integrity/White:</i> Do the right thing even when no one is looking.
July	<i>Perseverance/Gold:</i> Keep trying, be committed, and don't give up.
August	<i>Loyalty/Navy Blue:</i> Be true to your family, friends and school.
September	<i>Motivation/Lime Green:</i> You can do whatever you want to do. Nothing is impossible.
October	<i>Cooperation/Orange:</i> Everyone works together.
November	<i>Patience/Turquoise:</i> Patience is a virtue - virtue means goodness.
December	<i>Fairness/Purple:</i> Everyone is equal and we should be kind and caring to one another.

Missouri Connections

The Missouri Connections is the gateway to the online career planning system. Through the portfolio, online members begin to build their lifelong portfolio, take assessments, review occupational information, and access links to career development resources. When applying or interviewing for employment, this record of experience and skills is crucial. Students will establish a Missouri Connections username and password to create a portfolio at missouriconnections.org. Individuals may access their portfolio for life.

Career Pathways

It is important for you to note that there are a variety of occupations in each path requiring different levels of education and training. We will help your child by offering him/her course selections to meet the required needs of each path. Please see a high school counselor for more information about this program. Some of the choices of career paths include:

1. Agriculture, Food and Natural Resources
2. Architecture and Construction
3. Arts, A/V Technology and Communications
4. Business, Management and Administration
5. Education and Training
6. Finance
7. Government and Public Administration
8. Health Science
9. Hospitality and Tourism
10. Human Services
11. Information Technology
12. Law, Public Safety, Corrections and Security
13. Manufacturing
14. Marketing, Sales and Service
15. Science, Technology, Engineering and Mathematics
16. Transportation, Distribution and Logistics

General Information

Assemblies

Assemblies are held periodically. It is expected that students will treat guest speakers and visitors with respect. Politeness and consideration of others is always expected.

Bell Schedule

1st period	8:00	to	8:47	
2nd period	8:52	to	9:39	
3rd period	9:44	to	10:31	
Trojan Time	10:36	to	11:01	
4th period	11:06	to	11:29	(1 st lunch shift)
	11:33	to	11:56	(2 nd lunch shift)
	12:01	to	12:24	(3 rd lunch shift)
5th period	12:29	to	1:16	
6th period	1:21	to	2:08	
7th period	2:13	to	3:00	

The doors of the high school will be open by 7:00 AM and closed by 4:00 PM. The school will only provide supervision during those hours, unless otherwise specified through an extra-curricular activity, in which case the student must be under the supervision of his/her sponsor. Do not drop off or leave children at the school during unsupervised periods.

Trojan Time

Trojan Time will take place for 25 minutes between 3rd and 4th hours and will be structured as follows:

- Mondays:** Grade Checks – Advisors will print missing assignment reports and tutoring sheets for students to take to their classroom teachers when they have concerning grades.
- Tuesdays:** Tutoring/Homework day – When assigned by teachers, students will have opportunities for tutoring during Trojan Time. Students who are not assigned to tutoring will be allowed time to work on homework, study for tests and/or read SSR books.
- Wednesdays:** Tutoring/Homework day - When assigned by teachers, students will have opportunities for tutoring during Trojan Time. Students who are not assigned to tutoring will be allowed time to work on homework, study for tests and/or read SSR books.
- Thursdays:** SSR – Students will read material assigned by their teachers in English (1st quarter), social studies (2nd quarter) and science (3rd quarter). Fourth quarter will be advisory choice.
- Fridays:** SSR – Students will read material assigned by their teachers in English (1st quarter), social studies (2nd quarter) and science (3rd quarter). Fourth quarter will be advisory choice.

Advisory

Every student will be assigned to a faculty advisor based on grade level. Advisory groups will meet every other Wednesday, beginning August 20. The bell schedule on advisory days will remain unchanged. The advisory program will be used to provide students with additional, individualized support for a variety of academic issues.

Emergency Procedures

Fire, earthquake, tornado, crisis and severe weather drills are held periodically. Follow your teacher’s instructions. Walk - don’t run. Stay with your class. Evacuation procedures are posted in all classrooms.

Fire alarm	intercom notification
Tornado alarm	intercom notification
Earthquake	intercom notification
Crisis	intercom notification
Return to class	intercom notification

Hall Passes

Authorized student handbooks will serve as official hall passes. No student will be permitted in the halls without their signed handbook. Students are expected not to roam the building.

Hall Sweeps

Administrators may initiate a hall sweep at the end of any pass time throughout the course of any school day. Upon the initiation of a hall sweep, all teachers will close and secure their doors, the administrator(s) will sweep the halls with the help of other faculty members, and all students not in classrooms and not in possession of a signed handbook will be taken to the high school office. Students caught in a hall sweep will receive a referral for a hall sweep tardy, for which they will receive one after school detention. Tardies earned through hall sweeps will not count toward the tardy totals accumulated in the classroom. Students caught in a hall sweep will not be allowed to return to class without either a referral or a signed note from an administrator.

****Technology Usage Policy**

(continues through page 33)

The Potosi R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources: Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, mobile phones, audio-visual equipment, Internet, electronic mail (e-mail), electronic communications devices and services, including wireless access, multi-media resources, hardware and software. Technology resources may include technologies, devices, and services provided to the district by a third party.

User: Any person who is permitted by the district to utilize any portion of the district's technology resources, including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID): Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password: A unique word, phrase, or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Electronic Communication

Staff members are encouraged to communicate with parents/guardians for educational purposes using a variety of effective methods, including electronic communications. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. (Policy GBH)

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designees, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the districts' technology resources is a privilege not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic

communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interceptions of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored, or searched by district administrators or their designee at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interceptions shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administrations

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for a non-student user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All students will be instructed on safety and security issues, including appropriate online behavior and the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communications. This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; 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 technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians, and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and /or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. An attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District

administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for the loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Earthquake Safety For Missouri Schools

The New Madrid Seismic Zone (NMSZ) extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is active, averaging more than 200 measured events per year (magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The highest earthquake risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging tremors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois did not cause damage in Missouri, but was felt across much of the state.

A damaging earthquake in this area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A major earthquake in this area - the Great New Madrid Earthquake of 1811-12 - was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When will another great earthquake the size of those in 1811-12 happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-12 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

Surveys (Protection of Pupil Rights Amendment {PPRA})

The district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board Policy JHDA.

1. No student, as part of any federally funded program, without parental consent, shall be required to submit to a survey, analysis or evaluation that reveals: political affiliations; potentially embarrassing mental or psychological problems; sex behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom there is a close family relationship; legally recognized privileges; income unless required to determine eligibility for participation in a program or financial aid; religious practices, affiliations or beliefs.
2. The student may provide consent if an adult or emancipated minor.
3. Instructional materials used in connection with any of the above will be available for public inspection.

Lockers

The following simple rules are to be followed:

1. Students are to use the locker **assigned** to them.
2. Locker problems should be reported to the office.
3. Students may not alter the locker in any way.
4. Lockers should be kept clean and treated with care.

Disregard for rules of locker assignments or care may result in disciplinary action. It should be noted that lockers are loaned to the students and remain the property of the school at all times and, as such, may be subject to periodic inspection without notice. Drug dogs may be used to search lockers, backpacks, purses, and vehicles parked on the school lot.

Parking

Parking on campus is by permit only. **Permits are available to purchase for a fee of \$2.00.** It is a privilege granted to junior and senior students with a permit. Liability insurance is required. Any student wishing to exercise their parking privilege must apply for a permit, pay the parking fee and display the parking permit appropriately. Students are requested to enter the building promptly on arrival. Sitting in cars before school, during lunch or anytime during the school day is not permitted.

Students are to exit east on Trojan Drive. Good driving habits and exercising care and caution for the safety of others is expected at all times. Improper operation of a vehicle may result in either temporary or permanent suspension of parking privileges.

NOTE: Order of preference - seniors, juniors.

Notice Regarding Searches

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
3. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. The district may utilize additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.

5. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. (Policy JFG)

Snow Days

The decision to cancel school because of inclement weather will be made by the superintendent. The safety and welfare of the students will be the basis for making decisions to cancel school.

All school closings will be announced on the following radio and tv stations:

KTJJ - 98.5 FM, KSDK-Channel 5, KMOV-Channel 4, KTVI-Channel 2

Parental Notification System

To sign up to receive a text message, an email or a voice phone call about early releases and/or emergencies at the Potosi R-3 school district, go to alert@potosir3.org.

Telephones

Cell phones and electronic pagers are not to be used and turned off during instructional time. Cell phones and other electronic devices are not to be used to transmit or record information. In addition, cell phones are to be turned off and placed on students' desks during tests and assessments in the classroom.

Textbooks

All textbooks are furnished to the students at no charge. Students are responsible for all books issued to them and should make every effort to protect them from destruction. Students are required to pay for lost or damaged books.

Visitors

All visitors are to report to the main office to receive a visitor's pass.

Student Accident Insurance

High school students are offered low-cost insurance as a school service. Neither the school nor anyone connected with it profits in any way from the plan. If you need to purchase accident insurance for your student, that is an option available to you. Log on to the school's website to apply and access the information. The address to go to there is <http://markel.sevencorners.com/>. Whenever a student is injured while under the supervision of a member of the high school staff, the faculty member will file an accident report with the school nurse. The nurse will then give the student a claim form which is to be submitted to the insurance company.

Use of Controlled Substances

The consumption, possession, or use of any controlled substance by a student on school grounds will result in the immediate suspension of the student from school. That student will also be barred from all school activities during the suspension and will receive no credit for work missed.

The Potosi R-3 School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, on school property, including vehicles.

Use of Tobacco

Smoking or the possession of tobacco in any form is not allowed on campus during the school day by students or adults. Your cooperation in promoting a smoke/drug free campus is appreciated for the benefit of everyone.

Student Dress Code

1. Students should be neat in dress with attention given to personal grooming and with the philosophy of building personal pride and a desirable image of our school.
2. Shorts and skirts must come to the knee or immediately above it. Additionally, tops, blouses, and shirts must have a sleeve. Capped sleeves are acceptable, but shoulder blades should be covered. Spaghetti straps, bare-midriff, see-through clothing, or low-cut blouses are examples of unacceptable clothing. *No skin should be exposed between shirt and pants! Bra straps should not be visible.*
3. Clothing apparel and accessories should not have any reference to drugs, alcohol, tobacco, or writing of a suggestive nature.
4. Students' hair must be clean and well-groomed. A neatly trimmed moustache is permitted, but should not extend below the edge of the upper lip and no further horizontally than the corner of the mouth. Sideburns should not extend below the corner of the jaw, will be even in width, and will end with a clean-shaven horizontal line. All facial hair should be neatly groomed.
5. Hats, bandanas, or hoods are not to be worn while inside the building from 7:00 am to 3:00 pm.
6. Footwear must be worn at all times.
7. Students may wear casual dress at extracurricular events if appropriate to the occasion.
8. Final decisions on what constitutes acceptable dress and grooming will be left to the discretion of the administration.
9. Students are not to wear chains.
10. Students are to wear pants where the waistband is no lower than the top of hip. (No sagging!)

Student Services

Bus Transportation

Changing weather and traffic conditions make it impossible for your bus to call for you at the same time every day. Therefore, we recommend that you arrive at your bus stop at least 10 minutes early.

The privilege of riding a bus is retained by a student as long as bus rules are followed. Failure to comply with bus rules may result in suspension of your bus riding privileges or your suspension from school.

The Board of Education authorizes the use of video cameras on any or all school buses to promote transportation safety, to prevent vandalism, to monitor bus drivers, to identify disruptive students and to document the activities of riders during their transport to and from school and school activities. Video cameras will generally be placed in the interior front of school buses, facing the rear.

All school buses with video systems will display a warning sign within the bus indicating that video and audio surveillance can occur on that bus to encourage transportation safety and proper student behavior. Students found to be in violation of the District's bus conduct rules will be subject to discipline in accordance with District policy and applicable law.

The supervision and control of all video equipment will be the responsibility of the Director of Transportation. The videotapes will not be used for general showings to individuals or to groups, nor will they be given to the media.

A safe bus ride, to and from school, with dependable service is our goal.

Cafeteria

Beginning in the 2015-2016 School Year, the Potosi R-3 School District is implementing the Community Eligibility Provision Program in the District's Food Service Department. Under this program, all enrolled students will be able to enjoy a FREE and healthy Breakfast and Lunch at

school served in the REGULAR food serving line. Students and parents do not have to complete applications or be concerned with payment of school meals. The District is pleased to be able to provide all enrolled students this additional benefit for the 2015-2016 School Year.

Potosi High School observes a closed lunch period which means that students will not leave the campus during lunch period. Students may either bring their lunch or eat a regular cafeteria lunch. All food must be eaten in the cafeteria. Hot lunches are served every day. Students may purchase a second lunch or items from the A la carte and snack lines. Each lunch period is 25 minutes long. Students must report to their 4th hour class and follow the class lunch schedule.

Extra Regular Breakfast	\$1.00	Extra Regular Lunch	\$1.55
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Breakfast/Lunch Cards

Potosi High School uses a computerized lunch program. Students are issued one (1) breakfast/lunch card with their name and code number. Parents/Students will be responsible for depositing money for a second lunch or items from the A la carte and snack lines. This money will be electronically placed on the student's card. Money or checks must be placed in an envelope with the student's name on it. Checks should be made out to Potosi High School. Please put the student's name/lunch in the memo section of the check. A deposit box is located in the hall just outside the high school main office. Deposits should be made before school in order for money to be posted to the student's account that day. In order to help ensure your student has enough money in his/her account to cover his/her meals, we recommend that deposits be made on a weekly or monthly basis rather than making a daily deposit. Students are allowed to charge up to \$10.00. Any account over \$10.00 will be denied the extra regular meal or items from the A la carte or snack line. No money will be accepted in the cafeteria.

Students are responsible for their own lunch cards. The first lunch card is issued at no cost to the student. Cards that are lost for the first time may be replaced at the cost of \$1.00 per card. If the second card is lost, it may be replaced for the cost of \$5.00.

Health Services

A licensed nurse serves the school in the nurse's office located next to the boys' restroom in the main building. She provides medication administration and first aid. The nurse does not provide health counseling.

If a student becomes ill in school, they must first report to the classroom teacher before going to the nurse unless it's a life-threatening emergency. The student must bring their handbook signed by a teacher or a note signed by the teacher. Students must not leave the building because of illness without authorization. Students report to the office if the nurse is not available.

Diabetes Medical Management Plan

A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

Students with Diabetes

Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a

private area for performing diabetes care tasks should the parent/guardian or student request such access.

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation, or during district activities unless explicitly authorized in accordance with district policy. The district will not administer the first dose of any medication.

Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label (Policy JHCD).

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, 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 as required by law and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

Emergency Medication

All student-occupied buildings in this district are equipped with epinephrine premeasured auto-injection devices that can be administered in the event of severe allergic reaction causing anaphylaxis. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The school principal will maintain a list of personnel trained in the proper administration of this drug. The school principal will also maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times (Policy JHCD).

Food that is brought from home:

In the interest of providing a healthy environment, snacks brought by students or parents to share with other students or treats for parties should be purchased from a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food providing all participants use proper hand washing procedures and preparation is closely supervised.

Soda Sales

Juices, water, etc. will be offered during school hours.

Library

The library has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during the school day and a short time before and after school. The library is not a student lounge; room conduct is to be observed at all times. The library also has a small computer lab available for classes and individual student use.

Extra-Curricular Activities

Athletic Participation

To participate in high school athletics is a privilege, not a right, and all participants must meet the eligibility requirements established by the Missouri State High School Activities Association and the Potosi R-3 School District. Students may receive a copy of these guidelines from the activity director. There is also a wide variety of extra-curricular activities that will appeal to almost everyone's interest. Your high school career will be enhanced if you take an active part in the activities available. Of these, but not limited to, students must have earned a minimum of 3 units of credit in the preceding semester of attendance and shall currently be in and regularly attending courses that offer 3 units of credit. **In order for a student to participate in a school event, they must be present at least 6 class periods during that school day or have an excused absence or prearranged with the principal. Part-time attendance students must be enrolled in 6 class periods. All athletes are encouraged to have 93% attendance.**

Fall Sports

Volleyball
Cross Country
Football
Girl's Tennis
Cheerleading
Girl's Softball

Winter Sports

Boy's Basketball
Girl's Basketball
Cheerleading
Golden Spirit Pommies
Wrestling

Spring Sports

Track
Boy's Tennis
Boy's Baseball
Golf

The following website may be of interest to parents of athletes: www.eteamz.com/potosiathletics.

Potosi R-III Schools District Drug Testing Policy

Potosi R-3 School District reserves the right to conduct a program of random testing of high school and middle school students participating in extra-curricular activities and interscholastic athletics for the use of controlled substances, as defined by applicable law. Purposes of the program include prevention of drug and alcohol abuse; safety of students; education of students and parents or guardians about the serious physical, mental, and emotional harm caused by alcohol and drug abuse; and maintaining a school environment where students can be free from alcohol and drug abuse.

The Random Drug Testing Program is mandatory for all students participating in extra-curricular and interscholastic athletics under the District's sponsorship. These activities include but are not limited to, all MSHSAA sanctioned activities. Students who do not participate in the Random Drug Testing Program will suffer no adverse consequences, but will not participate in any extra-curricular activities or interscholastic athletics. The Random Drug Testing Program does not affect other policies and practices of the Potosi School District in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than the mandatory and random sampling addressed herein.

Procedures and Guidelines

Consent: Before any student can participate in extra-curricular or interscholastic athletics, both the student and parent/guardian must consent to the student's participation in the Drug Testing Program: Both the student and the parent/guardian must complete the attached consent form indicating that they understand the policies and procedures involved and agree the student may participate. Only after providing the coach or sponsor of each school-sponsored activity in which the student wishes to participate with a complete, signed form will the student be allowed to participate in that activity.

Selection: All students participating in a school-sponsored activity may be tested at random during the activity's season. The coaches and sponsors will forward each student's consent form to the Athletic Director. Each student will be assigned a number. One cross-referenced list of names and numbers will be maintained for the high school and one for the middle school students by the Athletic Director. Only the Athletic Director will have access to the list. Six of the participating students' numbers will be randomly selected each month for testing. Testing will be conducted during the months of August through April. When a selection for testing is done, the numbers of all students currently participating in a particular extra-curricular activity or on an interscholastic athletic team from the high school will be placed in a box and the first four drawn will be tested that month. The same process will be used for the middle school and the first two names drawn will be tested that month. The numbers will be drawn by the Athletic Director or his designee. The Athletic Director will notify the students whose numbers have been drawn. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to the nurse's office where the test will be administered by the school nurse.

Privacy and Confidentiality: The testing method will be an oral swab. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsifications of testing. The students will be identified only by the testing number. The test results will remain confidential and will be released to the student, parent/guardian, and the coach or sponsor affected. In addition, the test results will not be used for other student discipline purposes or restrictions other than participation in school-sponsored activities and potentially any honors related to those activities, and will not become part of the student's school record.

All files regarding the drug testing program will be kept separate from the mandatory school files required for each student. The test results shall not be made known to any school officials other than the athletic director and/or other school administrators and school board members. Any negligent or intentional disclosure of test results by any school official to anyone who does not have a need to know may be grounds for disciplinary action. Test results will be turned over to the police or other law enforcement authorities in accordance with state law.

Testing and Verification of Sample: Each sample will be tested for substances a student may not sell, possess, use, distribute or purchase under either Missouri or Federal law. If the initial saliva swab test returns a positive result for the substances screened, the nurse will conduct a second and third saliva swab, one of which will be sent to a drug-testing lab for confirmation. The student will not be allowed to participate in any school-sponsored activities until the school receives the results of the confirmation test. In the event of a conclusive positive result, the student and parent/guardian may choose to have a third test conducted by an independent, certified lab using the third swab taken by the nurse. A third, independent test submitted by the student, parent/guardian will not be paid for by the Potosi R-3 School District, and would be done only at the parent's/guardian's expense.

Consequences: If, after testing and verification, a student tests positive, it will be treated as competent and substantial evidence that the student has used the substance for which that student tested positive. In response to a first instance of positive result, the student will be penalized as described in these guidelines for incidences of controlled substance and/or alcohol use including suspension from competition for a period of thirty school days. If the student enrolls in and makes satisfactory progress toward the completion of an approved rehabilitation program and/or

counseling program, as determined and approved by the District’s administration, the suspension from participation in extra-curricular activities and interscholastic athletics will be reduced to 15 school days. Any official practice days allowed by MSHSAA and used by respective teams will count as suspension days if applicable (i.e. Saturday and Sunday practices). In addition, the Athletic Director shall schedule a non-random follow-up test after such an interval of time that the substance previously found would be eliminated from the body if no intervening drug has been used. Any subsequent second positive test while the student is enrolled in the District will result in the student being ineligible for 365 calendar days. Before being allowed to return to competition, the student again will be tested and must test negative.

Drug counseling and assistance programs will be urged by Potosi School District for any student testing positive under this policy. If requested by the parents or guardians, the school counselors will provide assistance in obtaining help for the student. The Potosi R-3 School District will not be responsible for the costs of any counseling or subsequent treatment. The Potosi R-3 School District shall pay for any testing it requests under this program. Any additional, independent test submitted by the student, parents/guardians will not be paid for by the Potosi R-3 School District. Students suspended from participation in extra-curricular activities and interscholastic athletics due to a positive test under this program are required to attend, but not participate in, all games, practices, or other activities while under participation suspension in order to remain a member of their respective activity/team.

Clubs and Activities

**** IMPORTANT: Students are required to have 93% attendance to attend field trips. ****

Eligibility to be a member of any club or activity is contingent on good school and community citizenship. Members of any club or activity are expected to model good citizenship by implementing the Potosi R-3 School District’s Positive Character Traits in school and throughout the community. Members are expected to maintain a record of good citizenship and avoid the unlawful use or possession of drugs and alcohol or related paraphernalia. If a member is convicted of a misdemeanor (excluding minor traffic violations) or a felony while holding a position in the club, participation in the club can be suspended for the remainder of the school year. Any misconduct occurring at school or a school-sponsored event may result in removal from the club. The principal will have the final authority to make decisions regarding these matters.

- | | |
|---|--|
| A Cappella | National Honor Society (NHS) |
| Academic Team | Pep Band - Marching Band |
| Art Club | Potosi Environmental Education and
Recycling (PEER) |
| Bible Club | Potosi Industrial Arts Club (PIAC) |
| Book Club | Science Club |
| Fellowship of Christian Athletes
(FCA) | Spanish Club |
| Future Business Leaders of America
(FBLA) | Speech Club |
| Family Career and Community
Leaders of America (FCCLA) | Student Council |
| Future Farmers of America (FFA) | Swing Choir |
| Future Health Career Club (FHCC) | Teaching-Learning-Caring Club
(TLC) |
| Future Teachers of America (FTA) | Thespians Society |
| Helping Educate Little People
(HELP) | Varsity Club |
| Math Club | Video Club |
| | Yearbook |

Dances

Listed below are the annual dances. There may be other dances throughout the school year, sponsored by various organizations:

Back to School Dance
Fall Sports Homecoming Dance
Winter Sports Homecoming Dance

Spring Dance
Junior/Senior Prom

*Potosi High School dances are closed activities. Only students attending Potosi High School are invited to attend. However, a student may request permission to attend the dance and bring a non-PHS student as his/her date for the evening. Potosi High School students should understand that while their date may not be a student at Potosi High School, proper behavior and adherence to school rules is expected of all persons in attendance at the dance. The Potosi High School student will be responsible for the actions of his/her date. The guest cannot be in any grade lower than ninth grade.

Homepage:

www.potosischools.com

Other important websites:

<http://www.fafsa.ed.gov>

<http://ncaaclearinghouse.net>

<http://www.characterplus.org>

<http://www.missouriconnections.org>

<http://www.fastweb.com>

<http://www.act.org>

<http://dese.mo.gov>

Literacy

Common Paper Format
Potosi High School

1. Type in Times New Roman 12 point font.
2. Use one inch margins.
3. Use double-spacing with no extra lines above or below titles.
4. Indent paragraphs by using the tab key.
5. Paginate with your last name and page number in the upper right hand corner (header).
6. Provide a heading on the first page with student's name, teacher's name, class title, and date (see example).
7. Center the title using correct capitalization.

“ACE” Constructed Response Scoring Guide

Standards	“I Cans”	4 (5 points) Advanced	3 (4 points) Proficient	2 (3 points) Basic	1 (2 point) Below Basic	0 (1 point) No Evidence
ANSWER Focus (Writing 1A) Score: _____/5	*I can write an argument to support a claim (thesis).	The answer has an introductory sentence that restates the question and answers the question correctly, clearly, and concisely.	The answer has an introductory sentence that restates the question and answers the question correctly.	The answer has an introductory sentence that answers the question correctly.	The answer has an introductory sentence, but does not answer the question correctly.	The answer contains no introductory sentence and does not answer the question.
CITE Organiza- tion (Writing 1D & 1F) Score: _____/5	*I can cite strong and thorough explicit textual evidence.	The answer contains multiple examples of strong and thorough textual evidence.	The answer contains strong and thorough textual evidence.	The answer contains some textual evidence.	The answer contains minimal or incorrect textual evidence.	The answer contains no examples of textual evidence.
EXPLAIN Develop- ment (Reading 1A, 1B, & 1C) Score: _____/5	*I can analyze explicit ideas in the text. *I can draw inferences from the text.	The answer contains multiple explanations of inferences drawn from the citation of text.	The answer contains explanations of inferences drawn from the citation of text.	The answer attempts to provide explanations of inferences drawn from the citation of text.	The answer lacks explanations of inferences drawn from the citation of text.	The answer contains no explanations of inferences drawn.

Common Scoring Guide for Writing

Key Traits	I Can Statements	4 (Advanced) 10 points	3 (Proficient) 8-9 points	2 (Basic) 7 points	1 (Below Basic) 6 points	0 (No Evidence) 5 points
Purpose						
____/10	I can write to support a claim or thesis.	Claim or thesis is clearly stated, focused and strongly maintained	Claim or thesis is clear and maintained, though some loosely related material may be present	Claim may be clearly focused on the claim or thesis, but is insufficiently sustained	Claim or thesis may be very brief, may have a major drift, or may be confusing or ambiguous	No evidence of the ability to make a claim or thesis
____/10	I can adapt a claim or thesis to the audience's knowledge level and maintain an appropriate tone.	The tone and voice consistently and appropriately address the purpose and audience	The tone and voice appropriately address the purpose and audience	The tone and voice address the purpose and audience, but are sometimes inconsistent	The tone and voice address the purpose and audience, but are inconsistent	No evidence of the ability to adapt tone and voice to the audience

Common Scoring Guide for Writing

Key Traits	I Can Statements	4 (Advanced) 10 points	3 (Proficient) 8-9 points	2 (Basic) 7 points	1 (Below Basic) 6 points	0 (No Evidence) 5 points
Organization						
<u> </u> /10	I can introduce a precise claim/thesis.	The claim/thesis is introduced and communicated clearly within the context	The introduction provided for the claim/thesis is adequate	The introduction provided for the claim/thesis may be somewhat unclear or unfocused	The introduction may be related to the claim/thesis but may offer little or no focus	No evidence of the ability to provide an introduction
<u> </u> /10	I can organize relationships among claim(s)/thesis, counter-claim(s), reasons, and evidence.	The response has a clear and effective organizational structure creating unity and completeness; logical progression of ideas from beginning to end	The response has an evident organizational structure and a sense of completeness, but there may be minor flaws and some ideas may be loosely connected; adequate progression of ideas from beginning to end	The response has an inconsistent structure, and flaws are evident; uneven progression of ideas from beginning to end	The response has little or no discernible organizational structure; frequent extraneous ideas may intrude	No evidence of the ability to use organizational structures
<u> </u> /10	I can use transitions to create cohesion between claim(s)/thesis and reasons, reasons and evidence, and claim(s) and counter-claim(s)	Effective, consistent use of a variety of transitional strategies; strong connections among ideas, with some syntactic variety	Adequate use of transitional strategies with some variety; adequate if slightly inconsistent, connection among ideas	Inconsistent use of basic transitional strategies with little variety; weak connection among ideas	Few transitional strategies are evident	No evidence of the ability to use transitions
<u> </u> /10	I can provide a concluding section.	The conclusion is consistently and purposefully focused with clear restatement of thesis	The conclusion is adequately focused with restatement of thesis	The conclusion is generally focused with restatement of thesis	The conclusion may be related to the conclusion, but offers little or no closure	No evidence of the ability to provide a conclusion

Common Scoring Guide for Writing

Key Traits	I Can Statements	4 (Advanced) 10 points	3 (Proficient) 8-9 points	2 (Basic) 7 points	1 (Below Basic) 6 points	0 (No Evidence) 5 points
Development						
<u> </u> /10	I can use evidence to support a claim(s)/ thesis.	The response provides thorough and convincing support/evidence for the writer's claim/thesis	The response provides adequate support/evidence for the writer's claim/thesis that includes the use of sources, facts and details	The response provides uneven, cursory support/evidence for the writer's claim/thesis that includes partial or uneven use of sources, facts and details; achieves little depth	The response provides minimal support/evidence for the writer's opinion/ ideas that includes little or no use of sources, facts and details	No evidence of the ability to support a claim/ thesis
<u> </u> /10	I can smoothly integrate and elaborate on evidence/ ideas.	Use and elaboration of evidence/ ideas is smoothly integrated, comprehensive, relevant, and concrete	Some evidence/ ideas and elaboration are integrated, though may be general or imprecise	Evidence/ ideas and elaboration are weakly integrated	Use of evidence/ ideas and elaboration are minimal, absent, in error or irrelevant	No evidence of the ability to provide evidence/ ideas

Common Scoring Guide for Writing

Key Traits	I Can Statements	4 (Advanced) 10 points	3 (Proficient) 8-9 points	2 (Basic) 7 points	1 (Below Basic) 6 points	0 (No Evidence) 5 points
Style/Conventions						
____/10	I can express ideas using precise language and appropriate vocabulary	The response clearly and effectively expresses ideas using precise language	The response adequately expresses ideas, employing a mix of precise with more general language	The response expresses ideas unevenly, using simplistic language	The response expression of ideas is vague, lacks clarity or is confusing	No evidence of the ability to use language to express ideas
____/10	I can use the conventions of Standard English and follow formatting directions	Few, if any, errors are present in usage and sentence formation; effective and consistent use of punctuation, capitalization and spelling; all formatting directions have been followed (e.g. PHS Common Paper Format)	Some errors in usage and sentence formation may be present, but no systematic pattern of errors is displayed; adequate use of punctuation, capitalization and spelling; most formatting directions have been followed (e.g. PHS Common Paper Format)	Frequent errors in usage may obscure meaning; inconsistent use of punctuation, capitalization and spelling; some formatting directions have been followed (e.g. PHS Common Paper Format)	Errors are frequent and severe and meaning is often obscured; few formatting directions have been followed (e.g. PHS Common Paper Format)	No evidence of the ability to demonstrate a command of conventions; no evidence of the ability to follow formatting directions

Norms for Silent Sustained Reading

1. Students must have appropriate reading material in their possession when SSR time starts.
2. Students must read for the entire allotted reading period.
3. Students may not do homework during SSR time; SSR is not a study hall.
4. No cell phones out in SSR.
5. Students must record all pages read on the student reading log provided in the student handbook.
6. Once the required reading for English, social studies, and science is completed, students may read any school-appropriate material as long as the text does not compete with pictures.
7. Teachers are expected to read along with students and constantly monitor student reading progress.
8. Students may not talk or disturb others during SSR time.
9. Students should not ask to leave the room during SSR time.
10. Disruptions will be kept to a minimum.
11. Students must take care and return each of the books they borrow.

Reading Requirements by Quarter

- First Quarter: English – 1 required book, assigned by English teacher
Second Quarter: Social Studies – 1 required book, assigned by social studies teacher
Third Quarter: Science – 1 required book, assigned by science teacher
Fourth Quarter: Advisory Choice

Students will be required to complete at least one assignment per quarter based on the material they read to fulfill the required reading. English, social studies, and science teachers will provide and assess these writing assignments (and reading log) for a grade in each of these classes.

