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# Farmington High School

College and Career Readiness

Student and Parent  
Information Guide

2018-2019

One Black Knight Drive  
Farmington, Missouri 63640  
(573)701-1310

Dear Knights:

Welcome to Farmington High School, home of the Knights. We sincerely believe that all students can be successful and that together all students can excel and reach their educational goals. High school is a very special time and preparing all students so they are "College and Career Ready" is our goal. To have the best high school experience possible, it is essential that all students have an understanding of the school rules and regulations. This is important so that the educational process runs as smoothly as possible. We strongly suggest that you review with your parent or guardian the rules and regulations in this handbook. We are looking forward to a very productive and rewarding 2018-2019 school year. It is important that communication and mutual support be maintained among students, parents, and the school. Together we will work to establish the finest educational opportunities at Farmington Senior High School for all students.

Sincerely,

Mrs. Jamie LaMonds, Interim Principal  
Mr. Roy Northern, Assistant Principal  
Mr. Tim Green, Dean of Students  
, Dean of Students

## PHONE EXTENSION

Principal, Mrs. Jamie LaMonds .....	2150
Assistant Principal, Mr. Roy Northern.....	2108
Dean of Students, Mr. Tim Green .....	2314
Dean of Students, Activities Director, John Bacon.....	2102
Safety Coordinator/Teacher, John Krause .....	2147
Instructional Coordinator, Roblyn Melton .....	2137
Process Coordinator, .....	2190
Counselor 9 <sup>th</sup> Grade, Stella Hubbard .....	2170
Counselor, P-Z, Brooke McDaniel .....	2179
Counselor, H-O, Lindsey Kearns .....	2142
Counselor, A-G, Jodie Zipprich .....	2171
College and Career Advisor, Dr. Brian Reeves .....	2139
Registrar, Debbie Detring . .....	2119
School Resource Officer, Sgt. Weekley .....	2101
Nurse, Teresa Govreau .....	2512
Attendance, Sarah Williamson .....	2161
Lunch Accounts, Natalie Henson .....	2143

## DAILY BELL SCHEDULE (M, T, TH, F)

Bell Schedule		Lunch Schedule
7:35	First bell *	
7:45 - 8:45	1st period	11:35-12:00 A Lunch
8:50 - 9:50	2nd period	12:03-12:28 B Lunch
9:55 - 10:55	3rd period	12:31-12:56 C Lunch
11:00 - 11:30	4th period	
11:35 - 12:56	5th period and Lunch	
1:01 - 2:01	6th period	
2:06 - 3:06	7th period	

## WEDNESDAY BELL SCHEDULE

7:35	First bell *	
7:45 - 8:42	1st period	11:41-12:06 A Lunch
8:47 - 9:44	2nd period	12:09-12:34 B Lunch
9:49 - 10:46	3rd period	12:37-1:02 C Lunch
10:51 - 11:36	4th period	
11:41 - 1:02	5th period and Lunch	
1:07 - 2:04	6th period	
2:09 - 3:06	7th period	

## STUDENT IDENTIFICATION BADGES

Students are required to have their student identification badge at all times during school hours. The badges are used for security purposes for checking out media in the library, as well as for purchasing meals. A replacement ID badge may be purchased in the school store for \$2.00. If a student does not have his/her ID badge in his/her possession during school hours, disciplinary action may occur.

## LUNCH ACCOUNTS

The Lunch Accounts office is open from 7:30 a.m. to 3:00 p.m. Lunch account money must be placed in the lunch accounts depository located in the main hallway near the office, before 8 a.m. to be credited for same day use. Students are not allowed to charge meals, purchase trays for other students or give their ID badge to another student for the purpose of purchasing meals.

## STUDENT CONDUCT

All students are expected to conduct themselves in a proper manner. Students who misbehave will be disciplined. The disciplinary code, as adopted by the Farmington Board of Education, may be examined by reviewing the Discipline Handbook as developed by district committee. Each student is a representative of Farmington High School both at school and at school sponsored activities. He/she has a responsibility to conduct himself/herself in an acceptable manner. Common classroom courtesies expected are as follows: (1) Upon entering the classroom, take your seat promptly and quietly. (2) Speaking out when another has the floor is both rude and unacceptable. (3) Come to class prepared (meaning with a reading book, textbooks, homework, paper, pencils, notebook, etc.). Remember, the reason you are here is to learn. (4) Class will be dismissed by the teacher, not by the bell. Do not be discourteous by getting up until you are dismissed or before the bell rings. (5) The student's number one priority is to remain in the classroom. Students are not to request to leave the classroom unless an illness or an emergency arises. (6) Students are not to be in any area of the building without a hall pass. Cell phones should be turned off and remain out of sight during class time. (7) Students will no longer be allowed to have fountain drinks in the building. In classrooms, only water will be allowed, and then only in sealable containers.

## STUDENT DRESS

Students will be required to dress in a manner that is acceptable with good taste and is established by school board regulations. Bare-midriff clothing, low cut shirts, shirts with open sides, tops that are open from neck to shoulder (need to cover from neck to shoulder), bandanas, and see-through mesh clothing are examples of clothing which are NOT ACCEPTABLE. These are only examples as there are many types of clothing that would be considered unacceptable for a school setting. The decision to accept or reject the clothing will be left to the discretion of the building administrators. Any clothing considered to be a disruption to the school day would be deemed unacceptable. Students may wear shorts and skirts as long as they are fingertip in length.

## SCHOOL ARRIVAL AND DEPARTURE

School begins at **7:45 a.m.** and is dismissed at **3:06 p.m.** Students should plan to arrive at school no earlier than **7:35 a.m.** unless they are bus students. Students who arrive at school early must remain in the cafeteria or front hallway until **7:35 a.m.** unless they are attending a.m. tutoring. After school is dismissed, students should clear the building by **3:15 p.m.** unless under the supervision of a teacher or tutoring in the cafeteria or library. Changes in the daily schedule may be made during the year by the administration. **Once a student is on school property, he/she may not leave the premises without permission or disciplinary action will follow.**

## SIGNING OUT OF SCHOOL DURING THE DAY

**At times it is necessary for students to leave school during the day. Parents should contact the office to make their requests BEFORE the student is to be released. The student should come by the office to pick up an early dismissal slip. The student must sign out prior to leaving the building. Violations of this policy will be considered truancy and will be dealt with accordingly. It is the parent's responsibility to call the school, not the school to call the parent. No student is allowed to sign out of school without a phone call from a parent/legal guardian and permission from an administrator.**

## LEAVING SCHOOL GROUNDS

Once students have arrived on school grounds, they are not permitted to leave until school is dismissed. Permission to leave the campus may only be granted by the administration. Students leaving school grounds without the proper procedure will face disciplinary action.

## SIGNING OUT DURING FINAL EXAMS

**Students will not be allowed to check out of school during or after a final examination. To violate this policy will forfeit all exams for that attendance day. Leaving will not be permitted except for reasons approved by a principal. This includes seminar.** Final exams are held the last week of each semester. This is a concise time for attendance in order to meet success.

## ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for classes in order to get maximum benefit from the instructional program. Although students with excused absences are allowed to do make-up work, it is difficult, if not impossible, for students to make up material brought out in class discussions, films, filmstrips, etc. There is a direct relationship between poor attendance, class failure and dropouts. Students who have good attendance generally achieve higher grades, enjoy school more and are much more desirable employees after graduation.

1. Attendance is the responsibility of the student and the parent. The Missouri Department of Elementary and Secondary Education recognizes that 95% attendance rate or better helps to insure a student's academic success. This matches the guidelines for the A+ Scholarship Program
2. The school district understands that sometimes an absence cannot be avoided. If your child must be absent, parents need to call the school by 9 a.m. Pupils will be allowed to make up assignments and tests as long as the make-up policy is followed. **Students will have an amount of time, equal to the length of the reported absence, to make up missed work.**
3. Absences are calculated by the period.
4. Students may not participate in school-sponsored field trips with excessive absences.
5. If your family must be out of town for a funeral or other emergency, please report this to the High School prior to the absence.
6. Parents or guardians of a pupil whose attendance drops below 90% will receive a letter notifying them of these absences. Students with excessive absences will be contacted more frequently to help improve attendance. A school social worker may be involved in cases of excessive absences. Extensive student absences may result in the parents being referred to the local courts for possible prosecution in accordance to city ordinance.
  1. Every parent/legal guardian of a child between the ages of seven and sixteen years is responsible for enrolling the child in a program of academic instruction as per Public School Law of Missouri, 167.031 RSMo.
  2. Nonattendance by a student may cause the parent/legal guardian to be in violation of the provisions of state law. Violating the compulsory attendance law is a Class C misdemeanor. Penalty for violation is a fine, imprisonment, or both.
  3. Excessive tardiness may also constitute a referral to the social worker, juvenile office or possibly the city prosecutor. Students are expected to be in their assigned classroom at the start of the period and throughout the class period. A student may be considered truant if he/she is not in their assigned area.

## CLEARING ABSENCES WITH THE OFFICE

If a pupil is absent from school, the following procedures should be followed by a parent/guardian:

1. Before 9 a.m. on the day of the absence, the parent/guardian should phone the school. (24 hour voice mail is available 7 days a week).
2. **If the parents or legal guardians do not telephone the school within 24 hours of the absence, the student will receive disciplinary action.**
3. If a written excuse is received by the office, it will not be accepted unless the parents or guardians do not have a telephone.
4. A student who returns to school after an un-cleared absence, without parental or legal guardian verification is truant.

## STUDENT MESSAGES

ONLY MESSAGES OF AN EMERGENCY NATURE WILL BE TAKEN UPON PRINCIPAL APPROVAL. Flowers will not be delivered to students at any time during the school day/year.

## **MAKE-UP WORK POLICY**

It is the student's responsibility to find out what work has been missed while absent and make arrangements for turning in the work to the teacher. A student that is absent on the day of the test or the day that an assignment is due shall be treated as follows:

1. Advanced assignments are those which are assigned at least ten (10) days in advance. These will be due on the day the student returns to school from an absence which was covered by a doctor's note. Failure to comply with this requirement may result in a student's grade being reduced by the teacher.
2. 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 or she was absent to turn in these assignments, except in the case of suspension. Assignments turned in later than this may have credit reduced.
3. If a student is absent and a major test is scheduled the first day of the absence, the student shall make up the test on the day that he/she returns to school. If the student is absent more than one day and a major test is scheduled the second day of his or her absence or later, he/she may have additional time equal to the time absent from school to make up the test. If a student is absent for the semester exam or the final exam in a course, permission to make up the exam must be secured from an administrator. In this case, absences will be checked very carefully and a doctor's excuse may be required in individual cases to make up the final exam missed.
4. Assignment sheets can be obtained for up to one week of make-up work. No new assignment sheets will be provided until the previous work is completed and returned.

## **ENROLLMENT AND REGISTRATION**

Enrollment in course work for the coming year occurs early second semester. A student must be enrolled in and attend at least seven classes per day. If a student is enrolled in UniTec Career Center, the student is still required to carry a full schedule. If a student is enrolled in off-campus college classes, he/she must attend a minimum of 2 periods of FHS coursework daily. During registration, students are given student insurance applications, free and reduced lunch applications, locker assignments, credit studies, and a new copy of their schedules. This occurs for all pre-registered students during registration in August. Students who register after the regular registration date are given these materials in the Counseling Center. A telephone number must be provided whereby parents, guardians or a person who could serve as a contact could be reached in case of an emergency.

## **TRANSFER FROM A NON-ACCREDITED SCHOOL**

Students wishing to transfer to Farmington High School from a school without state accreditation may test for credit. Tests passed with a 70% or higher proficiency will be awarded semester credit. Courses taken by the student while in the non-accredited school which were taught by a teacher certified to teach that particular course will have the course transcribed.

## **TRANSFER STUDENT PROCEDURE**

When a student transfers to another school or withdraws from school, the parent or guardian is to contact the counseling center. The parent or guardian will then be required to sign a withdrawal form. Please arrange for the student to turn books in during the last day of attendance. The following procedure should be followed by the student. A transcript will not be sent until all obligations have been met. Request is required from the school the student is transferring to.

1. Obtain check-out sheet in counseling office.
2. Turn in books to teachers.
3. Check out in the library.
4. Clean out hall locker and the physical education locker.
5. Return all school property (uniforms, equipment, etc.)
6. Pay all costs of materials incurred to date.
7. Check out with the appropriate counselor in the Counseling Center.

## **SCHEDULE CHANGES AND DROPPING COURSES**

After school begins, course changes will be made to correct errors that directly affect graduation requirements, level changes deemed necessary by the teacher, or those deemed necessary by the administration. This needs to occur during the first full week of school. Students may request schedule changes for the coming year prior to the first day of school. A student needing to drop a course at the end of the first semester must obtain a drop request form from his/her advisor in December; indicate his/her reason for wanting the drop; obtain approval from the teacher, counselor, and parent; and submit the completed request form to the counseling center prior to the last day of school in December. The student's request form is carefully considered and a decision to grant or to deny the request is made by the administration. The request is not automatically granted; a specific need for the drop must be documented. After school begins and the course has met, a student may drop a course only with parent and administration permission. Students may drop a course for the reading course if they have completed a request form and his/her parent/guardian has discussed this with the counselor. Request forms are located in the Counseling Center and may be picked up between classes or after school.

### GRADING CRITERIA FOR READING CLASS

If a student enters during:	Week 1-6	½ Credit	Students will read 52-80 pts.
	Week 7-12	No Credit	Students will read at least 25-48 pts. And may have F from their dropped class removed
	Week 13-18	No Credit	Students receive F and will be expected to read during class

### GRADUATION REQUIREMENTS

Each class that is taken every day will be worth 1.0 credit. All classes taken every other day will be worth .5 credits each semester thereby granting up to 12 units of credit per year.

The total credit requirement for graduation is 42.

Graduation requirements for **all** students will be as follows:

- 8 semesters of Communication Arts Beginning with CA I
- 6 semesters of Social Studies Beginning with 9<sup>th</sup> Grade Social Studies
- 6 semesters of Math Beginning with Algebra I
- 6 semesters of Science Beginning with Physical Science
- 3 semesters of Fine Arts
- 2 semesters of Practical Arts
- 1 semester of Health
- 4 semesters of Physical Education
- 1 semester of Computer Applications or Computer Science
- 1 semester of additional computer-based coursework
- 1 semester of Personal Finance
- Passage of the U.S. and Missouri Constitution tests
- Take required End of Course exams (Algebra I, Biology, Government, ELA 1 and ELA II)
- Complete CPR Training.

**Note:** Transfer students will be evaluated based on the graduation requirements of their previous school. UniTec students must see their guidance counselor for graduation information.

### COURSE OFFERINGS AND CAREER PATHWAYS

Farmington High School offers a wide variety of courses in 8 different Career Pathways. The administration and faculty are always looking to bring new and innovative programs so that our students are prepared for post secondary success at college or the careers field of their choice. Exciting courses in Agriculture, Banking, Business, Criminal Justice, Engineering, Family and Consumer Science, Health Science, Welding and Industrial Maintenance, Marketing and TV Broadcasting are offered to allow them to explore career pathways and select one or two for a High School focus. A complete list of the course sequence and course offerings is available in the FHS Course Description Guide at [http://www.farmington.k12.mo.us/images/stories/buildings/hs/information/courseguide\\_1112.pdf](http://www.farmington.k12.mo.us/images/stories/buildings/hs/information/courseguide_1112.pdf).

### COLLEGE NOW and CAREER TECHNICAL COLLEGE PARTNERSHIPS

Farmington High School juniors and seniors can complete both a high school diploma and either: (1) a transcribed 42 hour general education block from Mineral Area College transferable to most Missouri four-year universities; (2) a 62 hour Associate of Arts degree from Mineral Area College, or certificated career or technical coursework. Please see a guidance counselor or guidance center website for more details.

Students must fill out an application for acceptance to these programs.

## UNITEC

Students may request to attend UniTec Career Center during their Junior and Senior year. Students must be in good standing at FHS and fill out an application to be considered for UniTec. All school rules apply while on the UniTec bus, attending classes at UniTec and on work sites. Students who drop UniTec after the first 3 weeks of school may be charged the tuition rate of attendance which could amount to \$2,300.

### COLLECTION OF STUDENT DEBT

Every effort shall be made to protect the financial resources of the district by collecting all debts owed the district. Any outstanding balance owed to a school-sponsored organization or club operating within the policies of the district is considered debt. Debt shall include payment for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear, food service accounts and fundraiser collections, etc.

Unless payment arrangements have been made with the district, students will be ineligible to participate in school activities if they have an outstanding balance owed the district. While every attempt will be made at the building level to collect the debt, any uncollected debt of students when they leave the district due to out-of-district transfer will be sent to the district's designated collection agency for recovery.

### GRADUATION CEREMONY

If a student has not met graduation requirements by the time of the graduation ceremony he/she **will not be allowed** to participate in the ceremony. Participation in the graduation ceremony is a privilege and not a right. A student must be in good standing in order to participate in graduation exercises. Criteria determining good standing includes all debts owed the school district be paid in full along with all school property returned by the morning of graduation practice. Special circumstances may warrant arrangements for payment and must be approved by the principal prior to graduation practice. All students wishing to participate in the graduation ceremony must participate in graduation practice unless prior arrangements are made.

### TEST DATES FOR SENIORS

Seniors planning to attend college should realize that all colleges require some type of college admission test. Individual college catalogs should be checked to see which particular test is required. Farmington Senior High School is a testing centers for the ACT (American College Test) and the COMPASS College Placement Test. Any student planning on attending a Junior College in the state of Missouri should take the COMPASS Test during their Junior year to determine proper placement in Senior courses so they will be ready for success at the college level. ACT review dates, ACT test dates and registration information for both tests may be obtained in the Counseling Center.

### EARLY-OUT REQUIREMENTS

Students must have a special need to leave high school in less than eight semesters. Students may be permitted to leave school at the end of their seventh semester if they have fulfilled the required units of graduation and the school administration feels it is in the best interest of the student and the school. To be eligible for consideration for early-out, the request must be made by a letter from parents and the student no later than September 1<sup>st</sup> of the year preceding the request for the early-out. Seniors wanting to graduate after the first semester of their senior year must submit a formal letter of application along with an early out contract to the principal no later than the first day of school at the beginning of their senior year.

### GRADE SCALE

Progress reports with students' letter grades are issued at the end of each six weeks. These progress grade reports should be reviewed by the parents. They will give grade information for each subject taken by the student. The percentages associated with the letter grades are as follows:

<u>A = Excellent</u>	A = 100-93	A- = 92-90	<u>B = Superior</u>	B+ = 89-87	B = 86-83
B- = 82-80	<u>C = Average</u>	C+ = 79-77	C = 76-73	C- = 72-70	
<u>D = Inferior</u>	D+ = 69-67	D = 66-63	D- = 62-60	<u>F = Failure</u>	F = 59-0
<u>IC = Incomplete</u>	<u>P = Pass for credit</u>				



## SEMESTER GRADES

The semester grades recorded on the report card are based on the cumulative total for the semester and the semester final exam, which represents 10% of the semester average. Grades will be calculated by using the following percentages. Assessments which include tests, quizzes, papers, projects, speeches, performances, etc will count for 70 percent with 30 percent of the grade coming from daily class work. Students will not receive report cards, be allowed to participate in school activities, field trips, or park on school property until all outstanding debts are paid.

## PARENT PORTAL

The SIS Parent Portal is a web-based system that allows a parent access to such information as student's attendance, course schedule, discipline reports, lunch balances, and grades. Parents must first complete an agreement form located on the district web-site or available at the high school attendance office. Upon receipt of your signed agreement, a password will be issued to parents through e-mail. Information for your child is available only with a password. It will be the parent's responsibility to keep the password private. Passwords will not be issued to school children. Parents must have an e-mail address to view records in the Parent Portal system. A single login address provides information to all students in the household.

## INCOMPLETE GRADES

At times student absences necessitate teachers giving incomplete grades. It is the student's responsibility to make up work so that an incomplete grade can be changed to the appropriate letter grade. This must be done according to the limits set up under the make-up policy. A student's failure to make up work during this time frame will result in zeros being recorded for the incomplete work and the grade being issued based on the recorded grades.

## HOMEWORK

Assistance with homework problems can be obtained by contacting the classroom teacher, the student's advisor/graduation coach or the counseling center. Tutoring will be available before and after school beginning in early September. Monthly tutoring calendars will be available at the high school and on the school web-site. Parents can also access the Google Classrooms of individual teachers.

## ADVISORY

All students will attend an advisory seminar period during the school day. During advisory, students will work with counselors and their advisors on career planning, goals, do grade checks, and occasionally attend club meetings or other activities. Students will also have Support Time tutoring that is built into the school day on Tuesdays and Thursdays during this period of time. All students will read on Wednesdays during seminar.

## REQUIRED READING

### 1. Reading Objective

Reading is a vital component at the high school level. FHS has high expectations and wants to increase fluency and proficiency of all students to insure college and career readiness.

- a. Every student 9-12 will bring a book to class every hour.
- b. Every student is expected to read on Wednesdays during Advisory for 30 minutes.
- c. Students 9-12 will read 1 book every six weeks in social studies and communication arts.
- d. Students will be rewarded for meeting and/or exceeding reading objectives.

## AUDIT

Under special circumstances students will be allowed, with administrative permission, to audit a semester of a course. **They must have already taken the course**, passed it with a low grade and desire to repeat the course for review or to strengthen their background in the course. Students will receive a grade, but it will not count for credit, rank in class, or improving their G.P.A.

## CLASS RANK

Classes at Farmington High School are given a certain "weight" according to the level of difficulty. Correspondence courses will not be counted towards class rank. All other course work taken at the high school (including summers) will be included in the class rank calculation. Class rank is determined by mathematically combining grades and course difficulty.

The following rank process will be used: (1) Multiply the semester grade by the course difficulty level or weight. (2) Multiply the total by the course credit received. (3) Add the totals from each course. (4) Divide by credits attempted. (5) This number is the rank factor and used to rank students. Valedictorian and Salutatorian shall be the number one and number two ranked seniors, according to the eight (8) semester scholastic average. All students are eligible to compete for this distinction except students who entered this school from another district after the first semester of their junior year; a student must attend the last three semesters in this school to be eligible for Valedictorian and Salutatorian honors.

### **HONOR ROLL**

The honor roll will be published at the end of each semester. An eight-point grading system will be used to calculate the honor roll. An "A" is equal to 4 points: A-, 3.7 points; B+, 3.3 points; etc. Those students whose grades average 3.0 (B average) or higher with no grades lower than a C- will be listed on the honor roll.

### **A+ SCHOOLS PROJECT**

The A+ Schools Project is designed to provide students an educational system which meets their needs. In 1994, Farmington High School received a grant from the Department of Elementary and Secondary Education to develop such a system. The plan includes developing an advisement program, making changes in the curriculum, implementing a school-to-work program, serving at-risk students, and promoting career exploration and career pathway selection. Farmington High School was designated an "A+ School". Provided State funding continues to be available, graduates of Farmington High School may be eligible for financial incentives to attend a Missouri community college or vocational/technical school for 2 years. This would involve all costs of tuition and standard fees if the student has exhausted all efforts to receive federal financial assistance and the following criteria are met: 1) have attended a designated A+ School for 3 consecutive years prior to graduation; 2) graduated from high school with a grade point average (2.5 on a 4.0 scale); 3) have at least a 95% hourly attendance record accumulated over 4 years of high school; 4) performed 50 hours of unpaid tutoring or mentoring for younger students; 5) maintained a record of good citizenship and avoidance of the unlawful use of drugs; 6) Males 18 or older, must be registered with selective service; 7) The FAFSA (Free Application for Financial Application) In order to remain eligible, students must meet certain criteria at the community college; 8) score Proficient or Advanced on the Algebra I EOC. NOTE: Students should pick up a contract in the counseling center to be signed by the student, parent, advisor, and the high school principal. Without this contract, the student will not be eligible to receive the financial incentives. Tutoring forms are available in the counseling center. There will be an effort to minimize student travel during tutoring which will result in most tutoring being completed in the high school building.

### **RENAISSANCE ACADEMIC AWARD PROGRAM**

Renaissance is an award program which exemplifies the best of staff and students in the areas of academics, arts, athletics, activities, improvement of character, home, community and many more! Throughout the year special award assemblies, luncheons, or commencements are held to reward students for academic excellence including perfect attendance, raising their grade point average, making the honor roll, and for being discipline free. Student of the month, scholar athlete, choice awards, departmental honor cords and Knight of the Year are also recognized throughout the year.

### **ACTIVITIES**

**Eligibility for Activities** In order to be eligible to participate in any activity sponsored by the MSHSAA, the student must meet all established guidelines.

1. Good school citizenship is a must for those students who participate in activities.
2. Students must have earned 5.0 credits the previous semester and presently be enrolled in 5.5 credit hours to be eligible for all activities governed by the MSHSAA.
3. Students who attend part-time attend class less than six hours over 2 days would be ineligible for these activities.
4. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 5.0 units of credit, including at least 1.0 on the FHS campus, or a student must have made standard progress for his or her level the preceding semester in a special education program.  
Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 5.5 units, including at least 1.0 on the FHS campus, or a student must be enrolled in a full course at his or her level in a special education program.
5. An academic subject does not include any of the service-type classes such as teacher aide, office assistant, or library assistant.

**Activities Attendance Policy** Students must be recorded as 'present' or 'verified absent' by the attendance secretary to practice, compete, or perform that day. Furthermore, any student having an unverified absence shall not be eligible to participate in a contest or performance until he/she has been recorded as 'present' for a full day of classes. Once they are present for a full day of classes, eligibility will be reinstated.

1. Students must arrive at school by 8:05 am to be counted 'present' for that day.
2. Students who leave during the school day will be ineligible for that day, unless: a) their absence is 'verified' by the attendance secretary, or b) they obtain permission from the principal or athletic director before leaving. (Examples of a 'verified absence' would include documented instances of a medical appointment [Doctor, Dentist, Physical Therapy, etc], funeral, drivers test, or college visits. Other family emergencies could be considered 'verified' with the approval of the administration. The attendance office should be notified of your absence prior to missing school and documentation to verify the absence should be submitted to the attendance office as soon as possible.

**Extracurricular Activities** An attempt is made to make the activities of Farmington High School a valuable part of the educational program. The purpose of these activities is not to replace regular schoolwork, but rather to supplement. Activities help provide additional opportunities for some valuable life-long experiences. It has been our observation that the students who participate in extracurricular activities tend to enjoy school more. Students should remember it is a privilege, not a guaranteed right, to participate in an activity. High School students should realize they are representing their school and their community; therefore, they should always conduct themselves in a positive manner. Any violation of school or Missouri Activities Association rules could make a student ineligible to participate in the activity program. Athletic teams at the High School include: swim, soccer, softball, football, cross-country, volleyball, basketball, wrestling, track, golf, tennis, and baseball. Other activity programs include cheerleading, dance team, Speech and Debate, Scholar Bowl, Band, Choir and color guard. In the area of clubs and activities, we have Future Farmers of America (FFA), Family, Career, and Community Leaders of America (FCCLA), Future Nurses of America (FNA), Future Teachers of America (FTA), Technology Student Association (TSA), Future Business Leaders of America (FBLA), Health Services Club (FHSC), Art Club, Drama Guild, Spanish Club, National Honor Society, Knight Life (school paper), Knights in Review (yearbook), Library Club, Computer Club, Science Club, Key Club and STUCO. All organizations must have a constitution and by-laws approved by student council and the administration. Students under out-of-school suspension (OSS) are not permitted to attend extracurricular activities held in the district. Students assigned ISS may not participate in or attend extracurricular activities during the length of the assignment (including tardies.) Minimum suspension from participation or attendance begins at the point of ISS assignment and is lifted upon completion; a longer athletic or club suspension may result as determined by the coach/ sponsor. Athletic teams and clubs may have varying rules in regard to ISS or OSS and may assign demerits or other penalties for disciplinary infractions that occur while representing the athletic team or club. See Discipline Handbook for more information.

**Bus transportation to school activities.** Busses are provided for students to attend sports events and school activities that are held at another place. The following regulations apply to those trips: 1) All school rules, regulations and penalties apply to school activities. 2) Students who ride the bus to an activity must also ride the bus back to school unless: a) The students' own parent/guardian signs their child out with the sponsor or coach to take them home. B) A student may ride home with another team parent or a close adult relative of the student if a 'Transportation Permission For is approved, 24 hours prior to the event departure time, by the Activities Director and Principal. 3) It will not be permissible for students to take privately-owned vehicles to attend an activity in which they participate without permission of the administration.

### **SPORTSMANSHIP**

We ask your help in seeing that the following rules are enforced at all school sponsored events. We should practice good sportsmanship whether at athletic events or at other activities which the school sponsors. As students of Farmington High School, we expect each spectator to: 1) Avoid action that will offend or embarrass any individual. 2) Regard officials as fair; accept their decision as final and treat them as guests. 3) Respect the property of our school and property of any other school as if it were ours. 4) Encourage your team rather than "boo" the opponent. 5) Refrain from actions that will call attention to one self. 6) Treat the opponents whether it may be the coaches, players or fans as honored guests. 7) Show appreciation of good play by both teams. 8) Accept the decision and judgment of the coaches. 9) Be modest in victory and gracious in defeat! 10. Attempt to maintain an atmosphere of good sportsmanship at all times.

### **RETURN CHECK CHARGE**

If any check issued to the school for any service or item is returned due to insufficient funds or because the account is closed, the bill will be deemed unpaid. In addition, a return check charge of \$25 plus the actual charge assessed by the financial institution for the returned check will be assessed for any check returned due to insufficient funds or because the account is closed. When the second attempt has failed, the person's name will be sent to the prosecuting attorney's office.

### **SUMMER SCHOOL**

Units earned during the high school summer school will be transcribed and will have the same weight and value as if taken during the regular fall or spring sessions. This includes incoming freshmen who take one or more summer school courses prior to entering the fall semester of their freshman year. Any summer school credit earned after the spring semester of the student's senior year will not be used in calculating class rank. Any student needing summer school credit in order to meet graduation requirements after the spring semester of the student's senior year will not be eligible for Valedictorian, Salutatorian, or top ten (10) academic student awards.

### **EMERGENCY DRILLS**

Periodic fire, earthquake, intruder, hazardous materials and tornado drills are required by law. Instructions are posted in each room, giving evacuation procedures to follow in an emergency.

### **LUNCH PERIOD REGULATIONS**

All students are required to eat their lunch in the cafeteria. Students are expected to conduct themselves in an orderly manner at all times during the lunch period. The following regulations are to be observed by students during the lunch period:

1. Students are to remain in the cafeteria during their assigned lunch period unless otherwise instructed.
2. Students are to return trays and dispose of trash in waste receptacles.
3. No fast food deliveries will be accepted for consumption during any of the lunch periods.
4. Parents will not be allowed to call out students during lunch.
5. Failure to follow the above regulations will result in disciplinary action for insubordination.

### **BUS REGULATIONS**

The bus driver is strictly in charge of his/her bus and is expected to report any infractions to the building principal. Any failure of cooperation on the part of the student can result in loss of transportation privileges for a period of time. Please refer to the Discipline Handbook and/or the Bus Rider's Handbook for additional information. A bus code of conduct is posted within each school bus. Inquiries as to the bus routes should be made directly to the Director of Transportation's office (701-1300). Students living not less than one (1) mile from school are provided transportation to and from school. Students who are not present in school after a bus suspension due to lack of transportation are unexcused. No student may ride a bus he/she is not normally assigned unless previous arrangements have been made through a principal. If a student desires to ride a bus to another residence other than his/her own, a written note from the parent is necessary and permissible only if signed by a building administrator. This is granted only in special or emergency circumstances.

### **FARMINGTON STUDENTS STUDYING IN A FOREIGN COUNTRY**

Students who complete course work as American Foreign Exchange students are allowed to transcript credit to their high school transcript. Guidelines are provided in the policy manual of the Board of Education.

### **SCHOOL INSURANCE**

It is strongly recommended that students buy the insurance, which is offered at the beginning of the year during registration. Farmington R-VII Schools do not carry accident insurance on students. It is the parent/guardian's responsibility to assume costs for injuries sustained while students attend school and participates in activities. The insurance offered at registration provides inexpensive coverage. This will fulfill the insurance requirement for all students participating in sports.

### **TARDY POLICY**

Students are expected to be in the classroom before the bell rings to begin class. Students will be recorded as tardy to class if they fail to meet this guideline. Teachers should make a point of confirming student tardiness, but their failure to do so will not retract the tardy.

Students who do not use school bus transportation will be responsible for arriving at school on time. Students will be counted as tardy if they arrive at school up to 20 minutes late. Students will be counted absent if they arrive more than 20 minutes late and will be referred to the office. Any student who is tardy or late (i.e., absent for a significant portion of 1<sup>st</sup> hour) will be disciplined according to the Tardy policy in the discipline handbook. Parent contact will not retract a tardy.

Tardies will not be marked as EXCUSED. Notification by the parent is not deemed an excuse for the tardy.

Within any one semester, a student may not be tardy to class more than 2 times. Unless the school is at fault in causing either of these tardy situations, the student will be recorded as tardy.

Students will be responsible for keeping track of their own tardies. Teachers record tardies. No warning notice will be given. Students will be referred to the office after their 3<sup>rd</sup> tardy in a class and for each tardy thereafter. Tardies start over after each semester.

(Teachers will enter SIS discipline referrals which will include the number of tardies.)

## SEXUAL HARASSMENT

The School District is committed to providing an environment free from intimidating hostile or offensive behavior, for example, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

## STUDENT RECORDS

Farmington High School maintains academic, discipline, and health records for each high school student. A parent or guardian having **legal** custody of a high school student may inspect their child's records or seek to correct information contained within the records. The school may send, without parental consent, records to another school in which the student seeks to enroll; to governmental institutions requesting this information; to educators having a legitimate interest in the records; or to appropriate parties in case of a health or safety emergency. Certain directory information such as student's name, address, telephone number, date and place of birth, dates of attendance, and other similar information may be disclosed without parental consent in accordance with the Privacy Act – P.L. 90-247. Parents have the right to report violations of this law or examine the provisions of this policy.

## VISITORS

Students are not allowed to bring visitors to school during the regular school day. Parents and other visitors are to report to the front office upon arriving at school. All visitors must provide identification, sign in at the office and obtain a "visitor" pass.

## STUDENT AUTOMOBILES

The school shall maintain the authority to regulate and enforce all driving and parking of motorized vehicles on school property. Upon arrival at school, **all vehicles must be parked and students must leave the vehicle immediately and enter the high school building.** Any student improperly parked will face disciplinary action. This includes students parking at the Civic Center. Students who park illegally will be warned on the first offense, **on the second offense they will be assigned ISS and lose their parking privileges.** Drug dogs will periodically be used to search lockers and/or cars for drugs. Parking tags will be sold for \$5 each at registration and throughout the school year. There will be designated tags for seniors, juniors and sophomores. School officials may revoke parking privileges if guidelines are not followed.

## NATIONAL HONOR SOCIETY

National Honor Society is a time-honored and prestigious organization recognized nationally for superiority and excellence in student achievement. Students are selected to National Honor Society based upon scholarship, character, leadership, and service. In order to meet the scholarship requirement, a student must have a "B+" average. The other three criteria are considered by the entire faculty and final selection is conducted by a faculty committee.

## SCHOOL CALENDAR AND SCHOOL CLOSING

The school calendar will be established every year in the early spring prior to the next school year. This calendar will include National Holidays, teacher work days, early outs, grade periods, scheduled weather make up days, assessment windows and summer school window. The 2018-2019 District Calendar is available at the district website: <http://www.farmington.k12.mo.us/> In the event of inclement weather, please monitor KREI (800 AM) or KTJJ (98.5 FM) to determine school closing. Announcement of closing will usually be made by 6:30 a.m. Parents can also sign up for text announcements through Textcaster on the school's home page: <http://www.farmington.k12.mo.us/> or check the district website. Do not call the principal at home; he will not be informed until the students are informed over the radio.

## TEXTBOOK POLICY

Students check out textbooks from their individual classroom teachers. At the time the book is checked out by the student, an assessment of the book's condition and the number of the book are recorded. *Students are responsible for returning the book to the teacher.* Students will be required to pay for any damages to the book or other classroom equipment beyond what could be considered reasonable wear and tear.

### ASSESSMENT RATE FOR DAMAGED/LOST BOOKS

**LOST BOOKS:** New Book (100%); 1 year old book (80%); 2 year old book (70%); 3 year old book (60%); 4 year or older book (50%).

**DAMAGED BOOKS:** Water damage -\$1.00 and up for replacement cost; torn pages -\$.75 and up for replacement cost; ink damage -\$.50 and up for replacement cost; pencil damage -\$.25 and up for replacement cost.

### TECHNOLOGY POLICY

Students will be provided a copy of the Technology Use Policy (EHB-R) at the beginning of the school year or in the New Student Enrollment packet. A parent must sign a Usage Agreement (EHB-AFI) before his or her child can use the district technology.

### DETENTION SCHOOL CREDIT

District students assigned to the Juvenile Detention Center will receive course work in the four (4) subjects of math, language arts, science, and social studies, for as long as they remain in the detention center.

### MEDICATION POLICY

Students needing to take medication during school must follow district policy. Forms for this purpose are located in the nurse's office and must be filed with the nurse when the medication is needed. Disciplinary action will be taken if this policy is not followed.

### SNACKS AND ALLERGIES

All school snacks must be individually packaged and labeled. Packages must clearly say on the package if they contain any of the foods that are responsible for most allergies: milk, tree nuts, peanuts, soy, wheat, egg, crustacean shellfish or fish. Students with food allergies should read labels and avoid ingredients that may cause allergic reactions.

### Vision/Hearing/Dental/Scoliosis/Height & Weight Health Education

As part of the district's Health Policy and Procedure Manual, the following guidelines govern the district's health screening program. Screenings are conducted for all students at the indicated grade levels. When referred by school staff or parents, individual screenings within the area of concern will be conducted.

Grade	Vision	Hearing	Dental	Scoliosis	Height/Weight	Lice	Education
9	X	X	As Needed	As Needed	As Needed	As Needed	Health Credit required for graduation
10	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	Hygiene and Healthy Lifestyle as needed
11	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	Hygiene and Healthy Lifestyle as needed
12	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	Hygiene and Healthy Lifestyle as needed

### IMMUNIZATIONS

The state law of Missouri requires proof of immunization of all public school children. It is unlawful for any student to attend school unless he/she has been immunized against polio, measles, mumps, rubella, varicella (chicken pox) or proof of disease, diphtheria, tetanus, pertussis and hepatitis B as required under rules and regulations of the Missouri Division of Health (RS Mo. 167.181). Proof of immunization must be provided by the parents upon the child's entry into the Farmington School System. The school nurse is responsible for immunization record keeping. Students are sent home if proof of immunization is not received by the first day of school. Immunizations may be completed by your family physician or the St. Francois County Health Center at 1025 West Main Street, Park Hills, MO (573) 431-1947, if no insurance.

**NOTE: Freshmen and Sophomore classes starting in 2005-2006 are required to have the Hepatitis B series.**

**NOTE: New requirement for 8<sup>th</sup> graders and seniors starting 2016-2017 school year are required to have meningococcal conjugate vaccine (MCV) series.**

## 2018-2019 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due. The student is in compliance as long as he/she continues to receive the appropriate immunization(s) at the correct intervals according to the ACIP recommendations.

In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)

- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Doses Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV (Meningococcal) <sup>3</sup>									1				2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella <sup>6</sup>	2	2	2	2	2	2	2	1	1	1	1	1	No doses required, however vaccination is highly recommended

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. **Maximum needed:** six doses.
- 8-12 Grades: Tdap, which contains pertussis vaccine, is required. **If a student received a Tdap, the student is up-to-date. Tdap is currently licensed for one dose only; an additional dose is not needed.**
- Grade 8: One dose of MCV is required.  
Grade 12: Two doses of MCV is required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required.
- Kindergarten-6 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.  
7-12 Grades: Last dose on or after the fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is **not** needed. Any combination of four doses of IPV and OPV by four-six years of age constitutes a complete series. **Maximum needed:** four doses.
- First dose must be given on or after twelve months of age.
- First dose must be given on or after twelve months of age.  
Kindergarten-6 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.  
7-11 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



## MISCELLANEOUS

### ANNOUNCEMENTS AND BULLETIN BOARDS

Announcements will be read at the start of 3<sup>rd</sup> hour. There will be some “last minute” announcements which will be read via intercom at the end of the 7<sup>th</sup> period. It will be the student’s responsibility to read the announcements or become familiar with them if they are not present when read. Announcements must be signed by a teacher, sponsor or administrator before they will be read. Announcements are also posted in SIS Parent/Student Portal.

### COMMUNITY BULLETIN BOARD

Community events may be posted in a bulletin board in the front lobby. Posters, flyers, and advertisements must be approved by school personnel before posting.

### ASSEMBLIES

If we are to have assemblies, it will require the cooperation of all involved. All students are to report to their assigned classroom for roll call before being dismissed via the intercom. Immediately upon arriving at the gymnasium students should take a seat; everyone must be seated. Students are not to leave their seats until the assembly is dismissed.

### DANCES

Throughout the year various clubs and organizations sponsor dances. These dances are open only to currently enrolled Farmington High School students. NO outside dates are permitted. Other guidelines are as follows:

1. Once a student leaves a dance, he/she will not be permitted to return.
2. Any student assigned to in-school or out of school suspension (OSS) for any reason will not be allowed to attend.

### LOCKERS

Lockers are provided for student use. The administration of Farmington High reserves the right to inspect and search any and all lockers. Lockers and books are not student-owned, but rather district owned. Students are not to attach stickers, logos, etc. of any type to their lockers. Violations of this policy could result in disciplinary action being taken. Students should not bring electronic devices to school. If a student finds it necessary to bring valuables to school, they should be kept in their assigned locker. Students are not to move from an assigned locker, as they will still be responsible for the condition and contents of the locker you leave unattended. They are not to change lockers without administrative permission. To do so will result in disciplinary action for insubordination. The school is not responsible for lost or stolen items. Private locks are not to be used. Drug dogs will periodically be used to search lockers for drugs.

### LOST AND FOUND

A box for lost and found articles can be found in the office. All articles found are to be taken to the office. The finder may have the article if it is not claimed within thirty (30) days. Items stolen should be reported immediately.

### MIGRATORY STUDENT SERVICES

Students of migratory workers, as determined by the Eastern Missouri Migrant Education Center, are eligible to participate in all educational services and programs of the Farmington School District. In addition, students may be eligible for services provided by the Eastern Missouri Migrant Education Center. Students will be identified upon enrolling in Farmington R-7 School District.

### LANGUAGE MINORITY/LIMITED ENGLISH PROFICIENT STUDENT SERVICES

The district systematically identifies and serves limited English proficient students. As part of the enrollment procedure, information will be gathered from students and/or parents regarding the first language students spoke and any second language or primary which is spoken in the home. If another language is spoken in the home, then further questioning will be conducted to determine if the child may be limited English proficient (LEP). If a student is suspected to be LEP, additional assessment will be done in reading, writing, listening, and speaking to determine the need for additional educational services. The assessment will be conducted by the appropriate grade level counselor. Assessment results will be discussed with the building principals and classroom teachers to determine if a program designed to assist the student with academic performance is warranted. Language Minority and Limited English Proficient students will have equal access to all programs, services, and activities provided by the Farmington R-7 School District.



### **HOMELESS STUDENTS SERVICES:**

The Farmington School District provides appropriate services, activities and programs to all students living in the district regardless of permanency of their residence. The district identifies and assesses the educational needs of homeless children and youth to provide appropriate services to support the students. The Board of Education has designated an individual to act as district homeless coordinator, has a board-adopted policy to ensure compliance with the Stuart B. McKinney Homeless Assistance Act, and has informed school staff and service providers of the duties of the coordinator. Parents of students living in the district without a permanent residence or the students themselves should contact (701-1300).

### **SPECIAL EDUCATION SERVICES**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Farmington R-7 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and a young child with a developmental delay.

The Farmington R-7 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 Farmington R-7 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 the 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 requirement of the Family Educational Rights and Privacy Act (FERPA).

The Farmington R-7 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the office of the Director of Special Services. 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 resides in the district. The census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact 573-701-1390.

This notice will be provided in native languages as appropriate.

### **504 PUBLIC NOTICE**

The Farmington R-7 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Farmington R-7 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special related aids and services that (i) are designed to meet individual education needs of disabled persons as adequately as the needs of the non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Farmington R-7 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed. Each building and counselor within the District has a manual for your convenience.

## Missouri Department of Elementary & Secondary Education

### NCLB COMPLAINT PROCEDURES

Parents,

The district is required to provide a copy of the Department of Elementary and Secondary Education complaint procedures to all parents of students enrolled in the Farmington R-7 School District. If you have questions regarding this information, please contact Dr. Ashley Krause, Assistant Superintendent.

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a) (3) (C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

#### Who May File a Complaint?

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

#### Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

#### Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

#### Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days.

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

#### Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

### Appeals

#### Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal. Rev. 9/6/07 Page 3

### Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the  
United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

#### Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.

#### **NO CHILD LEFT BEHIND ACT OF 2001**

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

Upon your request, our district is required to provide 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, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent: Information on the achievement level of the parent's child on each of the state academic assessments as required under this part; and timely notice that a parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

#### **PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)**

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and other through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income minority and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>.

#### **KNIGHT SCHOOL**

Students who need an alternative educational setting will be referred to KNIGHT SCHOOL. Referrals will be made by the high school administration with consultation from staff and parents. Referrals will be reviewed by a team made up of an administrator, process coordinator (if applicable), counselor and teacher. KNIGHT school will be individualized based on the student's educational needs.

#### **MISSOURI OPTIONS PROGRAM**

The Missouri Options Program is designed to target students who have the capabilities to complete Missouri high school graduation with their class, but for a variety of reasons lack the credits needed to graduate with their class and are at risk of leaving school without a high school diploma. The program specifically, targets those students who are 17 years of age or older and are at least one year behind their cohort group or for other significant reasons identified in the school Missouri Option Program plan. Farmington High School follows the requirements established by the GED Testing Service and the Missouri Department of Education. Participation in this program is voluntary for schools and students. Students will remain in school are not counted as dropouts when it is time to take the GED Tests. Once the school district issues a high school diploma, participants are counted as High School Graduates. For additional information on The Missouri Options Program, contact Lindsay Kearns at Farmington High School, 573-701-1310, Extension 2179.

**2018-2019 NOTIFICATION OF AVAILABILITY OF HIGH SCHOOL STUDENT HANDBOOK**

The Farmington High School Student Handbook can be found on the district website at the following address:

District website: <http://www.farmington.k12.mo.us/>  
Click on Publications and select High School under Handbooks.

**If you would prefer to access the handbook on-line and not receive a paper copy you may do so by signing the notification of availability provided below.**

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2018-2019 High School Student Handbook

I have been informed of the availability of the handbook on-line and have been furnished the website address.

I choose to access the handbook on-line and do not wish to have a printed copy provided.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Seminar Teacher

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date