

Charles Sumner High School Parent/Student Handbook 2013-2014



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St. Louis, MO 63113
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Mr. Isiah S. McHellen, Principal

“#1 Priority is Student Achievement!”

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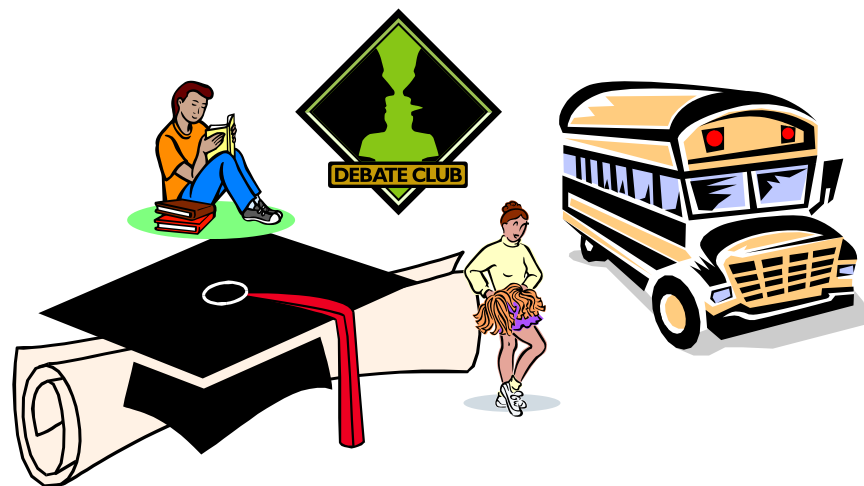
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Charles Sumner High School Student Schedule

Student Name _____	Grade _____
Administrator: _____	Room: _____
Counselor: _____	Room: _____

Date Received

‘A’ Day Schedule (Monday & Wednesday)				‘B’ Day Schedule (Tuesday & Thursday)			
Hour	Teacher	Room	Course	Hour	Teacher	Room	Course
1				5			
2				6			
3				7			
4				8			
Lunch _____ Time _____				Lunch _____ Time _____			

Charles Sumner High School

Four-Year Plan of Study

Student Name

Career Interests:

Graduation Requirements		College Recommendations
4 English	.5 Personal Finance	2 Foreign Language Courses
3 Math	.5 Health	1 Word Processing Course
3 Science	1 Practical Art	1-2 Advanced Placement Courses
3 Social Studies	1 Phys.Ed.	1-2 Bridge Courses
1 Fine Art	7 Electives	

Course of Study*

Grade 9	Grade 10
<input type="checkbox"/> Freshman Lit 100 <input type="checkbox"/> Algebra 150 <input type="checkbox"/> Physical Science <input type="checkbox"/> American Government 100 <input type="checkbox"/> AVID or Study Skills <input type="checkbox"/> 3 Electives	<input type="checkbox"/> World Lit 200 <input type="checkbox"/> Geometry <input type="checkbox"/> Biology <input type="checkbox"/> World History 200 <input type="checkbox"/> Basic Physical Education <input type="checkbox"/> AVID <input type="checkbox"/> Personal Finance & Health <input type="checkbox"/> 1 Elective
Grade 11	Grade 12
<input type="checkbox"/> American Lit 300 <input type="checkbox"/> Adv Algebra <input type="checkbox"/> Chemistry <input type="checkbox"/> American History 300 <input type="checkbox"/> Prep for National Exams <input type="checkbox"/> 3 Electives	<input type="checkbox"/> English Literature or English Elective <input type="checkbox"/> Trig/Analytic Geometry or Probability/Stats <input type="checkbox"/> Earth Science <input type="checkbox"/> Law 410 or Elective <input type="checkbox"/> College Summit <input type="checkbox"/> 3 Electives

- These are the general block schedules, some variations may occur.
- Questions for my Counselor

Bell Schedule

2013-2014

There will be four 90 minute classes Monday – Thursday and eight 45 minute classes on Friday.
All students must be on time for school
everyday with the needed educational materials.

8:05 a.m. – 3:02 p.m.
Monday through Thursday

Period	Time
One and Five	8:05 – 9:37 a.m.
Two and Six	9:42 – 11:14 am
Three (10-12) and Seven Freshmen	11:19 -1:25 p.m. 11:50 – 1:25 p.m.
Four and Eight	1:30 – 3:02 p.m.

**LUNCH SCHEDULE
“A” & “B” DAYS
MONDAYS – THURSDAYS**

LUNCH PERIOD	TIME
1st lunch (1) 9 th grade only	11:19 – 11:49 am
Second lunch (2) 2 nd & 3 rd Floor East	12:04 – 12:34 am
----- Students head back to class and resume class	12:39 – 1:25 am
Third lunch (3) 2 nd & 3 rd Floor West	12:50 – 1:25 pm

**LUNCH SCHEDULE
“C” DAY
FRIDAYS ONLY**

LUNCH PERIOD	TIME
First lunch (1) 9 th grade only	11:22 – 11:52 am
5 th period class 6 th period class	11:56 – 12:41 am 12:45 – 1:30 pm
Second lunch (2) 1 st Floor	12:11 – 12:41 am
----- 6 th period class	12:45 - 1:30 pm
Third lunch (3) Second Floor	1:00 – 1:30 pm
----- 6 th period class	12:11 – 1:00 p.m.

Our Vision

Charles E. Sumner High School will be recognized as a school of choice providing a world-class education for our students through career and college preparation and technology enrichment.

Our Mission

The mission of Charles E. Sumner High School is to achieve and maintain a level of excellence, in order to ensure the success of every student. Ensuring the success of every student requires students who are receptive to learning, teachers committed to the success of all of the students, and all parents supportive of the educational process. Ultimately, our mission is to prepare students to become productive, responsible lifelong learners, who are well prepared to succeed and contribute to society.

Sumner High School Creed

I believe in the ideals of good citizenship, both in my school and in my community. I resolve to obey the laws of the school, to respect its traditions, to be respectful and obedient to my teachers, to be courteous and kind to my schoolmates, to do my work as thoroughly as I can, to be punctual in attendance and clean in mind and body

Curriculum

Sumner High School offers a rigorous curriculum, which includes the state approved Kaplan Curriculum areas. Sumner currently offers six Advanced Placement courses in Math, Science, English and Social Studies. Additionally students are offered college preparation through the AVID, College Summit, and GEAR-UP programs. We offer an Intensive Intervention Period where students are offered additional support for college placement and preparation for the National ACT Test. The following academic enrichment programs are offered for student achievement:

- Advanced Placement (AP)
- AVID
- College Summit
- National ACT Prep Courses
- GEAR-Up

- Intensive Intervention Period
- Kaplan Curriculum

Tutoring Programs Offered to Students

Sumner High School students are offered several options for tutoring before, during, and after school. We offer the following options for students who need additional assistance and enrichment with their education:

- AVID – The AVID program offers tutorial sessions for students who are currently in the AVID Program.
- GEAR-UP – The Gear-Up Program offers tutoring to 10th grade students in all content areas. Tutoring is available on a daily basis.
- Upward Bound – The Upward Bound Program offers students tutoring after school and on weekends.
- Play It Smart – The Play It Smart Program is an educational program targeted at high school football players from economically disadvantaged backgrounds. This program works to improve athletics grade point averages, increase the number of students taking the ACT test, and increase the graduation rate and opportunities for higher education.

Programs Offered to Students

Sumner High School offers a wide variety of programs that enrich student achievement and attendance. The following is list of programs and services offered to students at Sumner:

- Army JROTC
- After-School Math Club
- National Honor Society
- Better Family Life Program
- Friends With a Better
- Upward Bound

Full Athletic Program

Sumner High School offers an extensive athletic program that offers students a wide variety options. The following athletic teams are offered to students:

- Football
- Basketball
- Cheerleading
- Wrestling
- Track
- Softball
- Baseball
- Tennis

Extra-Curricular Activities

Sumner High School offers a number of extra-curricular activities for students to participate in during the school year. The following is list of activities offered to our students:

- Band
- Drum Line
- Majorettes

- Step Team
- Cheerleading
- Yearbook

Sumner High School General Policies

Purpose

This Parent/Student Handbook is provided for the purpose of easing the accessibility to information for parents and students of Sumner High School. Complete policies for St. Louis Public Schools are provided at the district offices. This document is subject to change. All students are expected to be familiar with board policies and are responsible for understanding their rights and responsibilities. This document is to be used in conjunction with the Student Rights and Responsibilities Manual provided by the district.

Free and Appropriate Education

Every citizen in the state of Missouri has a right to free, public education, regardless of race, color, creed, national origin, sexual orientation, or disability as provided for by the Missouri Constitution.

It's Your School

Help keep Sumner High School clean and attractive. Use trash cans provided for waste. We are proud of our school, and we appreciate your efforts to keep Sumner High School at its best! When visitors enter our building, what they see and hear forms impressions. Help us create and maintain a clean, safe, and positive environment.

Building Entry

- Students may not enter the building prior to 7:30 am
- All students will enter the building at the St. Ferdinand entrance
- Students entering the building must be in appropriate school attire with school issued ID clearly visible and worn on the front. All ID's will be worn throughout the entire school day.
- Students will remove all coats, jackets, and hoodies prior to entry of the building
- Once students are scanned in they will proceed immediately to the cafeteria
- After the first bell students must place all backpacks/bags/purses, jackets, coats, and hoodies in their individual secured locker and proceed to class.

Locker and Locks Procedure

All students will be assigned a locker and lock. Lockers are the property of St. Louis Public Schools. At no time does the school district relinquish control of its lockers provided for the convenience of students. Periodic general inspections of lockers should be expected and may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Students are to use only their assigned lockers. The sharing of lockers is strictly prohibited. Students should avoid placing valuables and expensive items in their lockers. Lockers will be emptied and cleaned at the end of the school year. The school district is not responsible for any personal items left in the lockers after the last day of school.

Directions for opening lockers:

1. Turn the combination lock two or more whole turns to the right and stop at the first number of the combination code.
2. Turn the lock one whole turn past the first number and stop at the second number.
3. Turn the lock to the right to the third number and open the locker.

Backpacks/bags/purses

Backpacks/bags/purses will not be used during the regular school day and should be stored in a secure locker.

Transitioning

Students moving throughout the building will proceed on the right side of the hall in your direction of travel. As much as possible the center of the hall will remain clear during all transition periods.

All halls WILL be clear after the 5 minute transition. All teachers are required to stand at the doors to assist in the transition process.

Cafeteria Policy

All students will report to the cafeteria during the lunch period assigned to them (unless they choose to visit the library). Students may not be in the hallways, gymnasium, classrooms, rotunda, stairwells, or outside during the lunch periods. Restrooms are to be used only with permission of the cafeteria supervisors.

In order to eat school provided lunches, students must bring their student I.D., know their student I.D. number, and/or bring funds from home to purchase off-menu items. Students are not to disclose their student I.D. number to other students. Appropriate and expected cafeteria behavior includes:

- Students will show appropriate respect for the cafeteria personnel, custodians and anyone acting in a supervisory capacity
- Students will be expected to eat all foods in the cafeteria and to clean their eating area
- Students are not allowed to play games or horseplay in the cafeteria
- Students will show their ID before entering the cafeteria
- Students are expected to remain seated unless going to or from food lines or vending machines
- Throwing of food will not be tolerated
- Students may bring their lunch from home or purchase their lunch in the cafeteria.

Auditorium procedure

- Students will enter the auditorium in an orderly manner moving to the front rows first
- Students will remain respectful of all presentation that may be given.
- When the speaker raises their hand **ALL TALKING STOPS**.
- Student are not allowed to leave the auditorium unless authorized by a staff member
- No food or drinks are allowed in the auditorium.

Food and drinks

Food and drinks are not authorized outside of the cafeteria except on occasions approved by an administrator.

Cell Phones and Electronic Devices

These devices (CD players, iPods, mp3 players, handheld game systems ect..) are not to be brought to school. If they are seen, they will be confiscated and kept in the office until a parent/guardian can pick them up. **Sumner High will not be responsible for any cell phone or electronic device that is lost or stolen.**

Leaving School

At the end of the day, students will leave the building via the St. Ferdinand entrance. Those riding buses will walk directly to their bus. Students who are not under the direct supervision of a staff member should leave the building by 3:15 p.m.

Visitors

For student safety, all visitors must submit to screening by school safety officers and check-in with the receptionist. All visitors will be issued a visitor's pass and must wear it while in the building. Students will not be permitted to bring visitors to the high school for the purpose of attending classes. Such requests will be denied by the administration. Suspended students and other unauthorized visitors will be subject to arrest and trespassing charges if found on St. Louis Public Schools/Sumner High School property. While we welcome parent visits to the school, if you need to see a teacher, please contact the teacher and arrange a meeting time during the teacher's planning period or after school.

Parking and Use of the Parking Lot

Parking on campus is restricted to faculty, staff, and invited district and community visitors. *No parking is available to students.* No students will be allowed in the parking lot during the school day.

Student I.D.s

Student identification is critical to student safety. All students must wear school identification lanyards around their neck to obtain entry into the building and at all times while in the building or be subject to disciplinary action. The I.D. card must be worn with the picture-side visible. Students without identification will not be allowed to purchase tickets to events, check-out library books, obtain textbooks, purchase uniform shirts or other school wear. The first identification card is free. If an I.D. card is lost or stolen, new I.D.s can be purchased for \$5.00. Students found with multiple I.D.s or I.D.s that do not belong to them are subject to disciplinary action and will have the card confiscated. Student I.D.s are the property of the St. Louis Board of Education and will be taken upon withdrawal from school. Altering I.D.s is considered destruction of school property.

Uniforms

School Dress Code & Student Appearance

Sumner High School is a uniform school and designed to promote and enhance good order and discipline in the building. The uniform consists of a collared polo style shirt (**tuck in and khaki**

pants with a belt for males). Females may wear khaki dress or skirt that **must extend to 3 inches above the knee.** Dress and appearance at the school are matters of good taste. Clothing or accessories worn by students which are detrimental to their health and safety, or which disrupts the educational process is unacceptable. We believe that parents have a major responsibility to make certain that students dress appropriately and in a manner which does not distract from the learning process. The primary purpose of school is education. We expect parents to assume a major role in the responsibility for seeing the manner in which students dress is in keeping with the dress code; however, **SCHOOL OFFICIALS HAVE THE FINAL DECISION. IF NECESSARY, PARENTS MAY BE CALLED TO BRING A DIFFERENT SET OF CLOTHING OR STUDENTS WILL BE SENT HOME TO CHANGE CLOTHES.**

Note: The only authorized shirts for uniform wear are the Sumner logo grey or maroon polo style shirts or plain all white (no external writings or logos permitted) polo style shirts. Sumner logo shirts can be purchased at the school.

The following are unacceptable

- Clothing in poor taste (logos, advertisements with offensive writings or designs, violent images)
- Shower shoes, flip-flops, excessively high heeled, or excessively loose shoes worn in a fashion that can contribute to an unsafe environment
- Exposed undergarments or see-through apparel
- Sagging pants
- Spaghetti straps or pajamas
- Bandanas may not be worn or possessed
- Unnatural hair colors and haircuts containing inappropriate words, letters, numbers or symbols
- Low-cut shirts
- Clothing with holes or distressed holes above the knee
- Excessively short shorts or skirts - shorts must reach between mid thigh and knee/skirts 3 inches above knee
- Display of bare midriff or shoulders
- Exposed body piercing (exception: piercing above the neck)
- Sunglasses or hats
- Distracting contacts that are not prescribed by a physician
- Gang-related or tobacco/alcohol/drug-related attire
- Clothing wrapped around waist
- Coats, jackets, or hoodies worn in the building. (Any outer clothing designed for outside use)
- Clothing overly excessive in size.

Use of Hallways and Hall Passes

Halls are designed to provide access to and from various areas of the building. Everyone is expected to move quietly throughout the school building without interfering with classroom instruction.

Congregating and/or aimlessly wandering in the halls, restrooms, and other areas will not be permitted. Students are not to use the steps or halls as chairs or study areas. Students reported for hall disturbance shall be subjected to discipline.

Hall passes are required when students are moving about the campus while classes are in session. **Hall passes will not be issued the first 20 minutes and the last 20 minutes of the class period. A student “no walk zone” is in affect during this period. A “no walk zone” is also in effect from 2:30 – 3:02 daily.** Students in the halls without a pass signed by their teacher and containing the following information will face disciplinary action:

- | | |
|--|-----------------|
| ✓ Name of Student | ✓ Time and date |
| ✓ Purpose of being out of class | ✓ Destination |
| ✓ Signature of teacher and room number | |

Students without a pass or without the proper information will be held accountable for leaving class without permission. The burden will not be placed with the teacher or the administrator, so students should seek to obtain a pass with the above information before considering leaving a classroom or an office.

Restroom Policy

As a rule, passes to the restroom will not be issued during class. Students are expected to plan to use the restroom between classes and before or after lunch. In the event of an emergency, teachers must issue students a hall pass according to the policy for issuing hall passes stated above.

Media Release

All students of Sumner are required to sign waivers indicating their willingness to be videotaped for pedagogical study and public relations by both SLPS staff and public media agencies.

Balloons and Birthday Cakes

Party related items (balloons, birthday cakes, noise makers, etc) are not allowed into the building for any reason.

Emergency Procedures

Emergency procedures for fire, severe weather, and earthquake are posted in each room. Drills and practices will be conducted regularly to ensure that all students are familiar with safety and procedures.

Attendance and Excuses-Absence and Tardiness

It is the philosophy of the Board, administration, and teachers that regular and punctual attendance is crucial to a student's academic achievement, to promote proper student attitudes, and to encourage student responsibility toward school and work. The students also obligate themselves to all work assigned in each grade or course in which they are enrolled. Parents and students are responsible to make sure necessary missed work is made up.

Absentee Notification: A student's parent(s)/guardian(s) must: (1) upon their child's enrollment, provide telephone numbers to the principal and update them as necessary; (2) authorize all absences and notify the school in advance or at the time of the child's absence; and (3) also give the school emergency numbers and update them as necessary. Parents are expected to call school each time their child will not be in attendance. This call should be made to the school office prior to the start of the school day. An administrative assistant from the school will attempt to contact the parent by 9:00 a.m. to verify the absence if a call is not received from a parent.

It is also part of state and city law. In accordance with school board policies R5119.6, R5113.2, and P5110 the following attendance policy will be enforced:

- Students are expected to be in school everyday
- Student absences must be reported by custodial parents or guardians to attendance Officer by 9:00 a.m.
- Students returning from an absence must provide written documentation of the absence by a custodial parent or guardian to their counselor or the school nurse.
- Students returning from a court appearance must provide written verification from the court.
- Students absent for more than 15 days or 10 consecutive days without sufficient cause may be withdrawn from school by action of the principal. In the event that they are not withdrawn they will be subject to failure in any and all classes where excessive absences have been accrued.
- Students who do not provide the appropriate documentation after an absence will not be allowed to submit make-up work, take exams/quizzes, or participate in school activities.
- Students who are consistently absent will be referred to the school social worker and court system and will be subject to disciplinary action.

Excused Absence: A student's absence from school will either be considered excused or unexcused, depending on the reasons given for the absence. Prior notification from parents is a factor determining whether the planned absence is considered as excused or unexcused. Such determination will be made by the principal or designee. In the case of an Excused Absence, students will be given the opportunity to make up their homework without penalty within an established time frame. It will be the responsibility of the student and/or parent to work with the teacher to obtain information and materials relating to make-up work. Make-up privileges will be granted only if a parent/guardian calls the school prior to 9:00 a.m.; or an official note, signed by the parent/guardian will be accepted in lieu of the phone call. The note must be presented to the office on the next day of attendance by the student. The following are acceptable reasons for a student's absence and will be considered as excused:

- Illness of student.
- Major illness or death in the immediate family. (Immediate family members are defined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons *in loco parentis*.)
- Absence due to religious holidays. A student shall be released from school as an excused absence for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the school five (5) days before the student's anticipated absence. The parent(s)/guardian(s)'s written notification of student's anticipated absence shall satisfy the district's requirement for a written excuse when the student returns to school.
- Any absence previously determined by the principal to be of educational value or in the best interest of the student.
- Detention at a juvenile detention center if a certified teacher is available.

Tardy to School

When a student is late to school, the parent or guardian shall provide a written reason for their tardiness. When a student is absent or tardy and the school has not been notified by the parent/guardian as to the reason for the absence, the school will contact the parent/guardian. If contact cannot be made or no reason is provided for the absence/tardiness, the school shall prepare a referral to the school social worker. When a student is absent for three (3) consecutive days

(unexcused or unexplained absences) or has frequent and sporadic absences, the school will notify the social worker.

The school shall enlist the cooperation of the parents and make every reasonable effort to help the student to improve attendance and/or punctuality. Continued and excessive absenteeism and tardiness may be a sufficient reason for disciplinary action, including exclusion from participation in extracurricular activities, and adjustment transfer, and/or referral to the juvenile court.

Parents of absent students shall be contacted by the social worker. Community resources shall be utilized by the social worker in addressing problems of the family that may be contributing to absenteeism. If chronic absenteeism continues, the social worker shall notify the juvenile court and/or the Missouri Division of Children's Services.

Punctuality is another characteristic of a successful student at Sumner High School. If students arrive late to school, parents are required to send a signed note to explain the late arrival or to telephone 371-1048 to report the nature of the tardiness.

Level of Offense	Consequences
1st Offense	Three-incidents of tardiness – Teacher contacts parent. Parent/student conference, Referral to social worker
2nd Offense	Five incidents of tardiness- Counselor notifies parent and sets up parent/student conference..
Subsequent Offenses	Administrative conference with student and parent

All students are expected to report to class on time.

Level of Offense	Consequences
1st Offense	Student conference
2nd Offense	Administrative conference
3rd Offense and subsequent Offenses	Notify Parent – 3 day suspension

Hall Sweeps are conducted intermittently during the school day in an effort to improve punctuality. Students who are in the halls without a valid pass when the hall sweep begins are considered tardy or truant and will be subject to disciplinary action.

Early Dismissal

Every effort must be made by parents, guardians and students to schedule appointments when school is not in session. In the event that a student must be dismissed early on a given day, only a custodial parent or guardian may request the dismissal. The student must provide this request in writing with the signature and phone number of the parent or guardian making the request. Early dismissals can only be granted by a member of the administrative team (principal or assistant principals). For reasons of safety and legality, permission to leave campus will not be granted if the verification cannot be confirmed.

Truancy

Absence from school without express parental or guardian consent or by school authorization is considered truancy. Unauthorized absence from class is also considered truancy. A student more than 5 minutes late to class is considered truant. Habitual truancy will warrant serious disciplinary action and a referral to both the school social worker and the courts.

Field Trips

Field trip opportunities are provided to supplement our curriculum and provide additional educational or recreational experiences for our students. To be eligible to attend a field trip, students must have a permission slip signed by their parent/guardian on file in the school office and meet eligibility standards as set by the sponsors of the trip. It is the student's responsibility to see each of his/her teachers for make-up work in the event of missing school/classes for field trips.

Student Services

Transportation

Riding the bus is an extension of the school day. The school board's policy governing conduct in school also governs conduct on school buses. Students must recognize the driver as a part of the school staff and obey the rules of ridership. The bus driver is required to report acts of misconduct, including vandalism, to the receiving school principal or designee. Violation of rules could result in a student being denied permission to ride St. Louis Public School buses. Serious misconduct on the bus will result in a suspension, adjustment transfer, or an expulsion from school. Most busses are equipped with video equipment to record student behavior and will be used during disciplinary decision-making.

Student Immunization

The Board of Education recognizes that it is unlawful for any student to attend school unless he or she has been immunized as required by state law and can provide satisfactory evidence of such immunization. Student immunization and immunization records will be required as set forth in board policies and regulations.

Dispensing Medication

The Board of Education discourages the dispensing of medication to children during school hours. In cases where medication must be given during the school day, parents or official guardians must provide the school nurse with the medication and all necessary directions and written permissions so that the medication(s) can be administered properly and in the nurse's offices. Students should not come to school with medications and should not be allowed self-administer.

Accident Or Illness

If a student becomes ill or is injured at school, the following steps will be taken:

1. In case of any injury while on campus, you must notify the nurse, principal and/or a teacher immediately. This must be done before leaving the area so that emergency care can be given as needed.
2. The parent, guardian, or authorized representative will be contacted if deemed necessary.

3. In the case of illness, the parent will be asked to pick up the student or make other arrangements for the student to be transported home.
4. If immediate emergency medical attention is necessary, 911 will be called. In case of communicable disease, parents will be notified and asked to take the student home. The student will be isolated at school and cared for until he/she can be taken home.

Library Media Resource Center (LMRC)

The library is for open services everyday from 8:00 a.m. to 3:30 p.m. A few exceptions will be made during exam weeks, check-out, and during days designated for professional development.

In order to use the library and check out books students must carry and present a valid student I.D. card. During lunch students with the appropriate lunch period printed on their I.D. cards may use the library. Students using the library during class-time must have a pass from their teacher (in addition to their I.D.) indicating the following information:

- Student name
- Time, date
- Purpose of library visit and allotted time given to achieve the purpose
- Teacher signature and room number

* In order to return to class, students must speak with a librarian and have a return slip signed and time stamped. The following guidelines are also set out for student use of the library:

- Students may not be sent to the library by teachers simply to read. Reading for pleasure is appropriate for students using the library during their lunch time.
- Food, drinks, candy, gum, horseplay or loud voices are strictly prohibited.
- Students may check out 2 books at a time.
- Lost, stolen or damaged books must be replaced at cost by the student.

Snow Watch

There are several radio stations that teachers and students can listen to for the closing of school. These stations are KSD, KMOX/KLOU, WIL/WRTH, Y98 and KTVI, or call Post-line at 923-2323.

Textbooks

Each classroom teacher issues textbooks at the beginning of the school year in each class. A student losing a textbook will be charged for the book according to the cost of replacing the book. Students should report lost or stolen books to their teachers immediately.

General Acts of Misconduct –Level I

a) Behavior:

- Preparedness-Failure to bring required materials to class
- Creating classroom disturbance
- Violation of established classroom rules
- Failure to go the designated area upon arrival to school
- Possession of electron equipment*
- Eating or drinking outside of the lunch area*

- Present in hallways, at unauthorized times, without a hall pass or running in the hallways
- Failure to leave campus by 3:15 pm, unless waiting on transportation or attending a staff supervised activity.
- Sleeping in class
(* **Unauthorized items will be confiscated**)

b) Consequences:

- First Violation: Warning by teacher
- Second Violation: Parental contact
- Third Violation: Parent/teacher conference
- Fourth Violation: Counselor intervention
- Fifth Violation: One day ISS
- Sixth Violation: Three days ISS conference with administrator
- Seventh Violation: One day OSS and return with parent

c) Decision Authority:

- First four violations –classroom teacher
- Fifth and above violations- Administration

General Acts of Misconduct –Level II

a) Behavior:

- Cheating (automatic grade of zero assigned).
- Inappropriate language/profanity, both written and verbal
- Leaving the campus with proper staff authorization.
- Creating a hallway disturbance.
- Forgery.
- Skipping/class cutting or school.
- Wearing another student's ID or false ID
- Gambling
- Being in unauthorized areas.
- Indecent behaviors or dress.
- Possession of lighter matches or laser light.
- Defacing school or personal property
- Public displays of affection beyond hand holding.
- Rough horseplay (shadow boxing, aggressive pushing, shoving).
- Bullying

b) Consequences:

- First violation: one day ISS
- Second violation: two days ISS

- Third violation: three to five days ISS or OSS and a conference with student's parents or teacher, and administrator if deemed necessary.

c) Decision Authority:

- Administrator

General Acts of Misconduct –Level III

a) Behavior:

- Fighting or spitting.
- Disrespect or insubordination to persons in authority
- Threatening or intimidating acts including sexual harassment
- Disruptive student protest
- Inappropriate use of Technology Equipment
- Possession, use, selling or transfer of tobacco products
- Flashing gang signs or using graffiti
- Racial or ethnic slurs
- Repeat Level I or Level II violations

b) Consequences:

- All violations- Up to ten days of OSS and possible recommendation for expulsion. Police involvement may be utilized based on the judgment of the administrator.

c) Decision Authority:

- Administrator

General Acts of Misconduct –Level IV

a) Behavior:

- Arson
- Extortion
- Intimidation & aggressive behavior, strong-arm, or shakedown activities
- False reports
- Inciting others to violence
- Instigating a false alarm or bomb threat
- Possession or use of weapons, weapon paraphernalia or look alike weapons.*
- Possessions or use of explosives includes fireworks, stink bombs, ect.*
- Theft
- Use, possession, sale, transfer, or under the influence of alcohol, unlawful drugs, lookalike drugs, drug paraphernalia, or behavior-altering substance.
- Vandalism**/**

- Striking, kiscin or pushing any staff member
- Possession of stolen goods
- Sexual harassment/harassing communication/ sexual acts****

* Unauthorized items will be confiscated

** Purposeful acts will warrant a replacement or payment for replacement of the destroyed school/personal property

***Vandalism to school property or staff member's property, either on or off campus will result in appropriate disciplinary action.

**** including but not limited to phone calls, emails, faxes, text messages, ect.

b) Consequences:

- All violations- Up to ten days of OSS and possible recommendation for expulsion. Police involvement may be utilized based on the judgment of the administrator.

c) Decision Authority:

- Administrator

In-School-Suspension ISS: ISS begins at 8:05 a.m. and ends at 3:02 p.m. It takes precedence over all activities scheduled during that school day.

- If a student fails to report to ISS by 8:05 a.m., a second day may be assigned.
- All students must report to ISS prepared to work with their materials.
- Social talking, sleeping, and doing work not related to school is prohibited.
- Misconduct causing the removal of a student from ISS will result in up to a five days OSS.
- If a student is absent, the student will report to ISS on the first day of his/her return to school.
- Students will complete all assigned class work, homework and principal essay.
- Principal's essay will be submitted by the final day of ISS.
- Students must complete all assignments including the principals essay prior to release from ISS.

Locker and Personal Search: An administrator or his/her designee may search a student or a student's locker if there is "reasonable suspicion" that the student has on his/her person or in his/her locker an illegal or controlled substance, stolen property, a dangerous or deadly weapon, or other items that are detrimental to the school environment and welfare of the students. Any search will be conducted at the discretion of the administration and with due regard for the students privacy and integrity.

Video Surveillance

All persons in the building are monitored at all times by video-recorded surveillance systems. Activities recorded on the system are subject to scrutiny by school district officials.

Security Inspections and Prohibited Items

Upon entering the building all students and visitors will pass through a metal detector and will have their person and personal belongings inspected for prohibited items. Cell phones, pagers, sharp instruments of any kind, playing cards, illegal substances, large belt buckles, non-uniform shoes, and any other item considered to be a distraction or hindrance to learning will not be permitted.

NOTE: Confiscated electronic items including cell phones, pagers, MP3 players, radios, electronic games, etc. will only be available Thursday's between 3:30 p.m. and 4:30 p.m. and must be picked up by the parent.

Non-students or Suspended Students Students who have been suspended, withdrawn or are not enrolled in the school may not be on school grounds without express permission from a member of the administration. Those found on school grounds that are not on official school business will be subject to arrest and prosecution for trespassing. All visitors must report to the main office, be willing to state their business and be given a visitor's pass.

Student Suspension and/or Expulsion Suspension is used in cases of flagrant or glaring misconduct. A suspended student is expected to make up all work missed. A student will be readmitted to school after a parent conference and the parents or guardians and the administration agree upon a satisfactory solution to his/her conduct. A suspended student may not visit the campus unless accompanied by a parent or legal guardian.

The following acts of misconduct will result in After School Detention, ISS, suspension, or expulsion from school:

- Uniform violations
- Excessive trancies to school or class
- Failure to attend detention
- Repeated discipline referrals
- Disobedience or insubordination to any member of the staff
- Making threats against others
- Misuse of the free lunch program
- Refusal to wear or present ID to any school personnel
- Stealing and/or possession of stolen property
- Abusive, obscene or profane language, gestures or writing of such
- Confrontations with other students causing disruption in school
- Physical assault upon any school personnel or other students
- Fighting (including spectator fighting)
- Gambling, extortions of money
- The possession or use of a weapon, club, knife, gun, or any other object that can be used or usable in destroying, defeating, or physically injuring an opponent
- Possession, use, or transfer of tobacco products
- Possession, use, or transfer of alcoholic products
- Possession, use, or transfer of any controlled substance, "look alike" or kiddy drugs
- Possession, use, or transfer of matches, fireworks, or explosive materials
- Destruction, defacement or damage of school property, or arson

- Intentional and/or habitual violation of school rules and regulations as established by school personnel
- Sexual harassment

The above acts of misconduct apply to school premises, going to and from school, and at any school-sponsored activity, home or away.

Cooperation of Parents in the Event of Suspension and Expulsion

Administrators shall request parents to come to school for a conference when behavior or other conditions are interfering with a student's progress. Parents are expected to attend such conferences. The administration shall send written notice to require the parent's presence at school, and may suspend a student from school to secure the necessary cooperation of the parents for a period not to exceed ten (10) days. Administrative conferences will occur after school or by appointment only.

Examples of the Meanings of Various Infractions:

1.	Aerosol paint or Toxic Glue	The act of possessing, being under the influence of, or attempting to use, or consume on school property, or at any school sponsored events.
2.	Alcohol or any substance the student believes to be alcohol	The act of possessing, procuring, purchasing, or attempting to procure or purchase, to be under the influence of (legal intoxication <u>not</u> required), or to use, consume, or attempt to use or consume on school property or at any school sponsored event (see teacher handbook for procedures to be followed in case of detection).
3.	Arson	The willful and malicious burning of, or attempt to burn any part of any building or any property of O'Fallon School District No. 90.
4.	Closed Campus	Leaving the school premises without authorization during the student' scheduled class hours or lunch hour.
5.	Continued Class Disruption	To be repeatedly involved in behavior which disrupts the educational process of the other students in the classroom.
6.	Disrespect	To insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.
7.	False Alarms	The act of initiating a fire alarm, or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause. This includes the dialing of 911 when an emergency does not exist.
8.	False Reports	The act of falsely reporting incidents, or making false accusations, or giving false testimony to school personnel, which would affect the welfare of others.
9.	Fighting	The act of involving hostile bodily contact in or on school property, or within a one-block radius of the school, including any activity under school sponsorship (i.e., dance, athletic event, etc.). The student will have the right of <u>due process</u> .
10.	Fireworks or Explosives	The act of possession, using or threatening to use fireworks, explosives, or other such instruments capable of inflicting bodily harm.
11.	Forgery	The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
12.	Gambling	The act of gambling for money or valuables.

13. Indecency in Behavior	The act of offending against commonly recognized standards of propriety.
14. Inciting Others to Violence or Disobedience	By words, acts, or deeds giving encouragement to demonstrates or protests which disrupt the normal education process of the school.
15. Insubordination	The willful failure to carry out a responsible request by authorized school personnel.
16. Littering	The act of willfully littering on school property or on private property en route to and from school.
17. Loitering	The act of being in or about any school building, or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the school's personnel.
18. Obscenity	The act of using obscene or profane language in verbal or written form or in pictures, caricatures or obscene gestures on any school property in the presence of faculty or staff.
19. Physical Attack	The act of physically assaulting any person on school property or going to or from school, including any activity under school sponsorship.
20. Possession, Using, or Threatening to Use Weapons, look alike Weapons, or items associated with weapons.	The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.
21. Shake Down and/or Strong Arm	The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.
22. Tobacco products	The act of using tobacco products on or within a one-block radius of school property or on school buses.
23. Theft	The act of taking or acquiring the property of others without their consent.
24. Truancy and Tardiness	The act of unauthorized absence or lateness to school or classes for any period of time.
25. Threatening or Intimidating Acts, including sexual Harassment	The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or en route to or from school.
26. Unauthorized Sale or Distribution	The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale by the building principal to any person on school property.
27. Disruptive Student Protest	The act of protesting which results in the disruption of the normal educational process.
28. Unlawful Drugs, Behavior Altering Substances and Paraphernalia	Possession, use, or transfer of any stimulating, depressing, or behavior altering substance without a medical prescription, including but not limited to any form of hallucinogenic drug, drug "lookalikes", marijuana, alcohol, any associated paraphernalia.
29. Vandalism	The act of willful destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.

Curriculum

Grading System

Semester grades are based upon the following system:



- First and Second Quarter: 40% of Semester Grade
- Third and Fourth Quarter: 40% of Semester Grade
- **Semester Exam: 20% of Semester Grade**

The purpose of this system is to prevent high scores in one-half of a semester from eliminating the need to earn passing scores in the second half. Yearlong courses are never averaged from semester to semester. Semester grades are final and are used to calculate cumulative credits toward graduation. First semester grades are not weighed into second semester grades.

No “F” Policy

If students have not satisfied the requirements of a course to receive credit they will:

- receive an I; for incomplete
- receive an IAP (Individual Academic Plan) from corresponding teacher
- receive extended deadlines for completing assignments
- not receive a grade until after deadlines have commenced
- complete (*quality*) assignment(s) within the allotted time or the “I” (*incomplete*) will remain on their report cards
- have to make up the assignment(s) before credit can be given for any class and the “I” is removed
- have the option of completing assignments in Saturday school not receive any grade higher than a “B”



No Student *can* or *will* graduate from Sumner High School with an “I” as a final grade in any subject matter.

Graduation -- Secondary School Classification

As stated in Board Policy R5127.1 and based on the classification system below, students who are expected to graduate after June 1992 will be required to earn 22 units of credit for graduation.

Freshman	0 -	7.5	units
Sophomore	8.0-	12.5	units
Juniors	13.0 -	17.0	units
Senior	17.5 –	24.0	

Listed below are the requirements for earning a high school diploma in the St. Louis Public Schools.

English	(4)
Mathematics	(3)
Science	(3)
Social Studies	(3)
Fine Arts	(1)
Practical Arts	(1)
Physical Education	(1)
Personal Finance	(.5)
Health	(.5)
Electives	(7)
TOTAL	24

Further credits are recommended for college admission. Please see your counselor for further information. Graduation shall be contingent upon:

1. Earning the minimum number of units (24).
2. Earning sufficient units in required subject areas as specified by the Board of Education.
3. Taking all tests as may be required by the Board of Education and the Missouri State Department of Education.
4. The board may require meeting all residency requirements, including completing at least one full semester at the school scheduled to issue the diploma during the final year of study.

Policy On Participation In Graduation Exercises

Students participating in commencement exercises shall complete all requirements for graduation as established by the Missouri Department of Education and Saint Louis Public Schools and shall not have been assigned to Alternative School during any portion of the current school year. Students in Alternative School are eligible to participate in a graduation organized and held through Alternative School. Students who pay all assessed fees and shall not be under

suspension. Students in the “Drop Back in Program” are not eligible to participate in regular graduation but are eligible to participate in a graduation organized and held through Alternative School.

Students not permitted to participate in commencement exercises may still receive a diploma and any other honors that were otherwise earned by the student if such student has successfully completed the minimum curriculum requirements of the Missouri Department of Education and the Board of Education.

Homework

Homework contributes to the effectiveness of the school’s impact on the individual student. In recognition of the importance of homework to the educational development of students, parents will:

- Inquire daily of their children as to the nature of their homework assignments;
- Communicate with the principal and teacher if their children report consistently that no homework has been assigned;
- Provide a quiet, comfortable study area;
- Set aside time on a daily basis for the completion of homework assignments;
- Encourage their children to prepare homework assignments;
- Read, review, and sign all homework assignments where applicable;
- Teach their children that they have a responsibility to care for and return books and learning materials taken home for homework assignments. Pursuant to the homework policy, the student will:
 - View homework as an opportunity to expand his/her educational development;
 - Seek help for homework assignments when necessary;
 - Complete homework assignments according to his/her highest ability;
 - Care for and return promptly books and materials taken home to complete assignments;
 - Review the teacher’s evaluation of homework assignments when they are returned and use that review as a basis for improving future assignments.

In the effort to maximize learning opportunities for students, the teacher will:

- Assign homework that has clearly defined instructional objectives;
- Assign homework that reinforces and extends subject matter presented in the classroom and prepares the student for future assignments;
- Assign homework that is related to the level and ability of students;
- Teach students to care for and return books and materials taken home to complete assignments;
- Critique, grade, and return assignments in a timely manner;
- Maintain a record of homework assignments;
- Share evaluation of the student's assignments with both the student and his/her parents.
- In fulfilling the role of educational leader in the school, the principal will:
- Stress the importance of homework in the education process;
Develop, along with faculty, a plan for implementing and monitoring the homework policy
- In accordance with board policy R6154, the average time to be spent on homework is as follows: Grades 9-12: Three (3) hours a week for each of the subject areas for high school students. This will mean that high school students will spend approximately 3-1/2 hours each evening involved with schoolwork.

Honor Roll

To be on the Honor Roll, a student must have at least a 3.0 grade point average. To be on the High Honors List, a student must attain a 3.50 or above. The Honor Roll takes all courses into consideration. Honor Roll certificates are issued at the end of each semester.

The National Honor Society

The National Association of Secondary School Principals established the National Honor Society (NHS) in 1921. It is an organization whose intent is to recognize outstanding student achievements in various categories. The National Honor Society is much more than just an academic honor roll. It is considered to be the highest award that can be given to a student by a local school.

To be a potential candidate for membership in the Sumner National Honor Society, a student must have a cumulative 3.00 G.P.A. or better, an attendance rate of 90% or better, with no disciplinary infractions on file. In addition, a student must demonstrate excellence in the four areas of Scholarship, Leadership, Service, and Character.

Sumner National Honor Society formal induction ceremony is held in the month of April. All potential candidates will be notified by receiving a formal letter from a Sumner National Honor Society sponsor.

AVID

AVID (Advancement Via Individualized Determination) is a program designed to assist underachieving middle and high school students prepare for and succeed in colleges and universities. Students in the program commit themselves to improvement and preparation for college. The AVID Program provides opportunities for students to learn how to study, read for content, take notes and manage time. Students are given an opportunity to participate in collaborative study groups and tutorials led by tutors who use skillful questioning to bring students to a higher level of understanding.

AVID offers a rigorous program of instruction in academic “survival skills” and college level entry skills. Upon acceptance in AVID, students must enroll in college prep courses, which will result in fulfilling entry requirements for most colleges and universities. Eligibility for the program consists of the following:

- 2.5- 3.50 GPA
- Terra Nova or MAP Scores (nearing proficiency to proficiency level)
- Teacher and administrator recommendation
- Student’s commitment to achievement

Goal: The AVID Program provides opportunities for students to succeed in the most rigorous curriculum, enter the mainstream of the school, increase their enrollment in four year colleges and become educated, responsible participants and leaders in a democratic society.

College Summit

College Summit was founded on the belief that all students can achieve in secondary and post-secondary education. For more than a decade, we have supported and watched every kind of student succeed in college. Our work empowering young people with the information, motivation and support to get to college has proven that with the proper tools, young people who otherwise were not going to college can enroll and stay in school.

College Summit marks a significant step forward in efforts to get more young people to college, particularly those from low-income communities. Up until this point, our education system has not systematically ensured that all young people who are college-ready actually make it to college. National data indicates that low-income students who got A’s on a standardized test went to college at the same rate as top-income students who got D’s on the same standardized test.

Schools that address this college enrollment gap are signaling their commitment both to delivering a rigorous, high quality education to all students, and to connecting that education to a promising future in college and beyond. When academic rigor is combined with a comprehensive effort to ensure that all young people have the tools and motivation to make it to the next level of education, schools have put all the critical pieces together to help their students achieve in high school and beyond.

When school districts make college going a priority and post-secondary planning an expectation for all students, all college-capable students can, and do, enroll in college at rates comparable to their high-income peers.

Advanced Placement Courses

More and more high school students are turning to Advanced Placement exams and dual enrollment courses as a means of accelerating their college education and maximizing their financial resources. Frequently, community colleges and high schools are working together to bring these opportunities to online learners.

Advanced Placement (AP) is an internationally recognized program of college-level courses and exams designed by The College Board and The Educational Testing Service. By taking these classes in high school and by successfully completing the AP exams, students can earn credit for college even before graduating from high school. Wilson High School offers a wide variety of Advanced Placement classes. Courses are offered on all tracks and students are allowed to cross track if the specific class they are interested in is not available on their track.

Extra-curricular Policies

Athletics

Students interested in participating in a particular sport should contact the coach of that sport or the Athletic Director for the schedule. Refer to the Athletic manual for specific guidelines concerning eligibility. Basic eligibility is as follows:

- Student must be passing 7 of 8 classes and must earn at least 70% of credit annually
- Student must be no older than 19 by July 1
- Student must be in regular attendance of academic classes and practices
- Time out of school for suspensions and expulsions prevent participation in games

Coaches' Code of Ethics

It is the responsibility of the coach to:

- Care for and act in the best interest of all student athletes, promoting development as a whole person.
- Create an atmosphere of pride and respect for the sport, players, officials, opponents, and coaches.
- Be a positive role model-set high standards; demonstrate fair play and sportsmanship to all; never place winning above the value of instilling the highest, desirable ideals of character.
- Be committed, be knowledgeable, and prepare student athletes to compete to the best of their ability.
- Promote good citizenship, academic achievement, and a healthy lifestyle.

Athletes' Code of Ethics

It is the responsibility of the athlete to:

- Always represent your school with pride, handling adversity and success with dignity and grace.
- Be a role model, committed to the highest standards of sportsmanship, leadership, and personal conduct.
- Honor commitments to the sport, coaches, and teammates and give an all out effort in practice and competition.
- Demonstrate respect for all sports, coaches, officials, teammates, and opponents.
- Practice good citizenship, pursue academic achievement, and live a healthy lifestyle.

Spectators' Code of Ethics

It is the responsibility of the spectator to:

Always represent your school with pride, handling adversity and success with dignity and grace.

- Create an atmosphere of respect for the sport, players, officials, coaches, and fellow spectators.
- Recognize that school athletics are a learning experience for students and mistakes are sometimes made. Praise them in their attempt to improve themselves as students, athletes and people.
- Demonstrate sportsmanship through positive support and encouragement of all players, coaches, and officials.

Extra Curricular Conduct and Attendance

A student must attend school all day to participate in a practice, contest, or an event. If a student is tardy after the conclusion of first hour, he/she will be considered absent in regards to participation. No practice or participation in a contest or event will be allowed on that day. If the event is on Saturday, students must be in attendance all day Friday in order to attend or participate. A student who receives a third discipline referral between the start and the conclusion of an athletic season or activity may not be allowed to participate in the next contest or event. Each subsequent discipline referral will result in the student not being allowed to participate in the next scheduled contest or event. Students who are not allowed to participate must attend the contest or event without being allowed active participation (this means not in uniform).

A student suspended from school will not be allowed to participate in any practice, contest or event during the period of suspension. After reinstatement in school, he/she will not be allowed to participate in the next scheduled contest or event. All equipment from previous activities or events must be turned in before a student will be allowed to participate in the next activity. All school fines and obligations must be met before a student will be allowed to participate in a practice, contest or event. A student who is dismissed or willingly quits an activity or event will not be allowed to participate in the next activity until the conclusion of that season or event.

Dress Code

Students are expected to dress in the interest of good taste and personal pride at all extra-curricular activities including dances, sporting events, contests, competitions, ceremonies, fundraisers and special events. Clothing that is revealing or is provocative may not be worn. Members of the administrative team reserves the right to determine if an item of clothing or an outfit as a whole is revealing or suggestive and will determine the course of action to be taken for the student who is dressed inappropriately, whether it be modifying the clothing or not attending the event.

Important

Tube tops, tank tops, halter tops, midriff, spaghetti straps, short/tight skirts, mini-shorts, see-through clothing and slippers are all considered inappropriate for school and school activities. Headgear may not be worn in the building. Hats, caps, hair rollers, hairnets, headbands, picks, combs and plastic hair coverings will not be permitted. Headgear should be placed in your locker upon arriving to school. Do not carry it or have it hanging out of your pockets, purses, or backpacks.

Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, weapons, or alcoholic beverages are also inappropriate. No clothing, coloring, insignia or other symbol or combination of symbols indicating membership in, affiliation with, or support of any gang, gang-related or similar organization associated with violence, drugs, intimidation or other criminal activity will be allowed on school grounds or at school-sponsored activities. Rings that cover more than one finger are not to be worn.

The Board allows schools to make restrictions upon students when it can be shown that dress or grooming of a student:

- a. presents an obvious health or safety hazard in the school.
- b. is disruptive to the educational process.
- c. is distracting in the school or classroom.
- d. is contrary to a reasonable requirement of a course or school activity.

Dances

Students are expected to present their I.D. card to gain admission to all dances. If guests are permitted by the school to a particular dance, the student wishing to bring a guest must fill out a Guest Form and present the completed form, including signatures, to the designated member of the administration prior to the dance. If approved, the Guest must also present picture identification to gain admission. **Students currently on suspension will not be able to participate.**

Behavior Expectations Students are encouraged to set personal goals which lead to responsible and acceptable behavior in public, in the workplace, in the home, and at school. The ideal personal accomplishment is self-discipline. This goal should be based on one's own expectations as well as those of his/her parents, school, and community. It is not practical or fair to specify punishment for all kinds of undesirable and unacceptable behavior; and because circumstances vary greatly from case to case, incidents involving poor behavior will be handled on an individual basis with the intention of preventing a recurrence of the misbehavior.

In some cases, such as smoking, fighting, drug abuse, and alcoholic beverages, penalties are clearly specified. As a member of the student body, you will want to be familiar with these few provisions. Our intention is to maintain an atmosphere in which an orderly education process can take place. Consequently, we place a value on respect for others and their property. In the spirit of this respect the use of profane, obscene and disrespectful language and gestures will not be condoned. It is in the interest of maintaining this respect that restrictions are established.

Students whose conduct is judged to be detrimental to the student body may, on the recommendation of the superintendent and principal be expelled from school by the Board of Education.

Fund Raising Activities

The principal may only approve the sale of all items, such as candy, candles, sweatshirts, etc.. Solicitation on the school premises by any student or staff member for any outside organization, or for personal profit, is strictly prohibited. **This includes students.**

Other

Non-Discrimination

The Board of Education of the City of St. Louis does not discriminate on the basis of race, treatment or employment in, its programs and activities. For more information, please contact the Human Resource Officer at 801 North Eleventh Street, St. Louis, MO 63101; 231-3720.

Parental and Eligible Student Rights under FERPA

FERPA is the Family Educational Rights and Privacy Act. Parents have certain rights with regard to the privacy of their children's educational records. These rights include such things and the right to inspect and review educational records, rights to request and amend records, and rights to consent to disclosure of certain information. Certain school officials are exempt from prior consent if they have legitimate educational interest in such records. In addition the child may also have these same rights if they are considered an eligible student. Please see your Student Rights and Responsibilities manual for more information.

Acceptable Use Policy for Technology

The use of the computer systems by St. Louis Public Schools students is a privilege and therefore it is accompanied by responsibilities. The school board monitors the on-line activities of its students and operates a technology protection measure (a filtering/blocking device) on all computers with Internet access, as required by law.

The school board's computer systems may not be used for the following purposes: 1) for illegal or commercial use; commercial use is defined as offering or providing products or services. Commercial use also includes product advertising language; 2) to distribute personal information including student or employee names, addresses or telephone numbers; 3) to access, upload, download, or distribute pornographic, obscene, offensive or sexually explicit language or materials as determined by community standards; 4) to harass, insult, harm, or discriminate against others; 5) to disrupt the educational and administrative goals of the board; 6) to vandalize, damage, or disable the property of another person or organization; 7) to share confidential information, including personal identification, of themselves, other students, or employees; 8) To post anonymous messages; 9) to use the password of another student; 10) to use chat services; 11) to disrupt the educational process; and 12) Hacking and/or breaking into network software or other student or employees' files.

Students using the school board's computer systems must also adhere by the following responsibilities: 1) Abide by all copyright laws; 2) Abide by all state, federal, local laws and board policies, regulations and administrative guidelines; 3) Respect the privacy of others; students should not intentionally obtain copies or modify files, passwords, or data that belongs to anyone else; and, 4) Individuals given the board's passwords will assume responsibility for use of those passwords. User names and passwords are private and are not to be shared with other individuals or be used by unauthorized individuals. Students must sign the Acceptable Use Policy upon admission Internet access may be limited to times when resources and supervision are available. Students may be disciplined for conduct related to the use of home computers if that conduct disrupts the educational process.