

**KIRKSVILLE  
HIGH SCHOOL  
&**



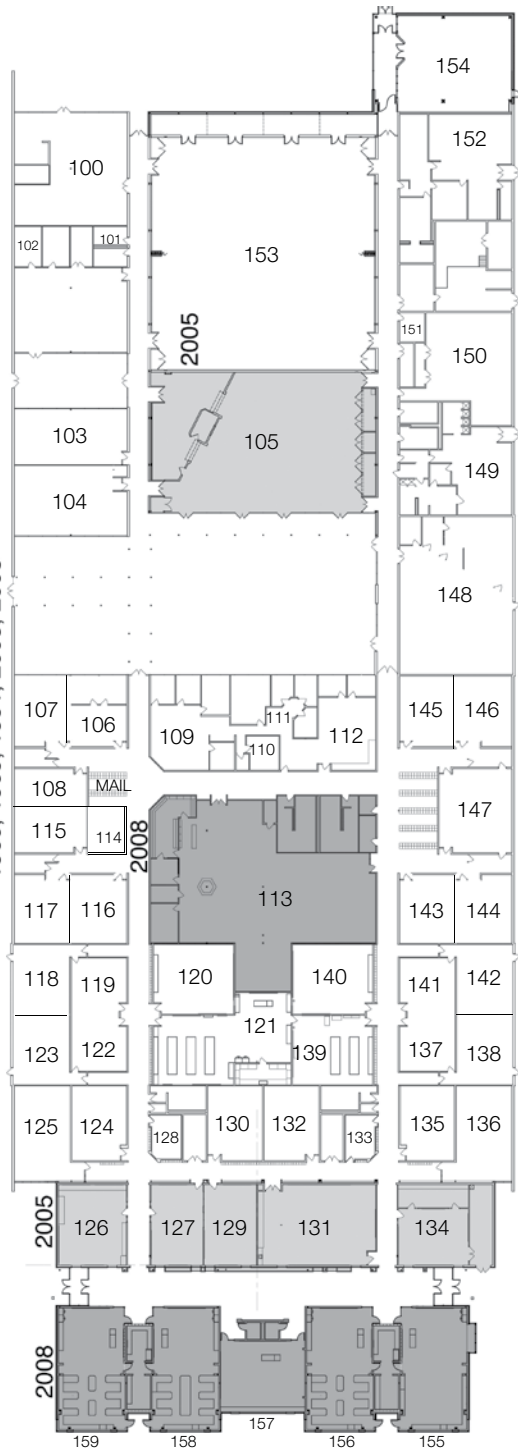
**AREA  
TECHNICAL  
CENTER**

**2011 - 2012**

**Parent / Student  
Handbook / Planner**

# High School

1960, 1969, 1991, 2005, 2008



# Student - Parent Handbook

Kirksville High School  
1300 S. Cottage Grove  
Kirksville, Missouri 63501  
660-665-4631  
[www.kirksville.k12.mo.us](http://www.kirksville.k12.mo.us)

## Identification

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### **Mission of Kirksville Schools**

***The mission of the Kirksville R-III School District is for all students to achieve their potential and become productive citizens.***

Dear Students and Parents,

On behalf of the faculty and staff we want to welcome you to the Kirksville High School and Kirksville Area Technical Center for the 2011 - 2012 school year. As administrators, we anticipate a great year working with the professional staff and talented students at KHS and KATC.

In order to assist students, this handbook has been prepared to detail the procedures and expectations associated with our schools. Please review and become familiar with the contents of this handbook and contact the school if you have concerns.

This year the handbook includes a date book planner and hall pass sign out sheets. Although the use of the planner is recommended for organization, it is optional. The hall pass process, however, is mandatory as each student must have this book and signed permission in order to be out of the classroom. This procedural change is to enhance safety as well as preserve instructional time in the classroom.

As each new year provides a fresh start please take advantage of the opportunities afforded you. Study hard and get involved in the total high school experience as the memories will last a lifetime.

Have a great year!

Randy Mikel  
Principal (KHS)

Sheryl Ferguson  
Director (KATC)

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# KHS Administration and Staff

Mr. Randy Mikel - Principal  
Mr. Jeff Jacques - Assistant Principal  
Mr. Andy Jackson - Athletic Coordinator  
Mrs. Brenda Niemeyer - Counselor A-K  
Ms. Melody O'Brien - Counselor L-Z  
Mrs. Melissa Eitel - A+ Coordinator

## **Communication Arts**

Denise Clark  
Connie Hensley  
Craig Higgins  
Megan Mills  
Karen Mulford  
Bob Odzinski  
Heidi Goodsite

## **Social Studies**

Cristal Bane  
Christopher Best  
Will Gordon  
Mary Grossnickle  
Shawn Meintz  
Matt Whisler

## **Science**

Jesse Barton  
Karen Keck  
Erin McAlvany  
Jennifer Nothdurft  
Tom Nothdurft

## **Mathematics**

Judy Allen  
Kim Belanger  
Gary Lee  
Mike Thomas  
Sara Williams

## **Foreign Language**

Kelsie Goodman  
Katherine Velez  
Laura Pita  
Catherine Bauer

## **Music**

Karen Harrison  
Rebecca Murphy  
Brad Hudson

## **Art**

Samantha Shelley  
Elizabeth Tornatore

## **Family and Consumer Science**

Monica Kertz

## **Industrial Technology**

Maria Bradshaw

## **Physical Education**

Kevin Powell  
Emily Powell  
Chris Daniels

## **Library**

Heather Cottrell

**Special Programs**

Rich Chapman  
Lindsey Fraser  
Cathy Houston  
Jaime Janes  
Liza Ramberg  
Beth Self  
Kyle Sterup  
Sheila Truitt  
Susan Drew  
Leah Odzinski

**School Nurse**

Jane Wheeler

**Maintenance**

Jim Anesi  
Debbie Cunningham  
Sherman Shoemaker  
Jerry Sizemore - Supervisor

**Shared Assignments**

Carolyn Albertson  
Kim Bevill  
Connie Feeney

**At Risk**

Beth Smith

**Secretarial**

Suzi Sizemore - Guidance  
Diana Lyons - Athletics  
Amy Lamp - Receptionist

*All staff e-mail addresses can be obtained from the district website at [www.kirksville.k12.mo.us](http://www.kirksville.k12.mo.us).*

# **Kirksville Area Technical Center**

## **Faculty, Staff and Administration**

### **Building and Program Administration 660-665-2865**

Mrs. Sheryl Ferguson, Director of KATC  
Mrs. Julie Roberts, EMS Training Coordinator  
Mrs. Sheryl Ferguson, Adult and Community Education Coordinator  
Ms. Sue Schlueter, Career and Technical Counselor  
Mrs. Diana Reynolds, Career Education Coordinator  
Ms. Karla Truitt, Resource Evaluator/Vocational Evaluator

### **Adult Education and Literacy/GED Option/Embedded Math/Embedded English**

Mrs. Kristy Harden  
Mrs. Lois Powell  
Mr. Mark Easdale

### **Academic Alternatives**

Mrs. Connie Feeney

### **Agriculture Education**

Mr. Jason Dimmitt  
Ms. Mary Leykamp  
Mr. Tom Primmer, Adult Agriculture

### **Business Education and Marketing**

Mrs. Carolyn Albertson, Business  
Mrs. Kim Bevell, Computer Literacy  
Mrs. Maria Bradshaw, Computer Literacy/Web Page/Photography  
Mrs. Laura Brown, Computer Applications/SBE/Programming/ Marketing

### **Early Childhood Careers**

Mrs. Debbie Snyder  
Mrs. Sarah Stock

### **Health and Medical Programs**

Mrs. Beverly Staggs, Health Services  
Mrs. Deborah Coulson, Practical Nursing  
Mrs. Debbie Slattery, Practical Nursing Coordinator  
Mrs. Brenda Mitchell, Practical Nursing  
Mr. Troy Mihalevich, EMT

### **Trade and Technical Programs**

Ms. Brandie Briddle, Graphic Arts and Printing  
Mr. Robin Ferguson, Automotive Technology  
Mr. Vince McQueen, Construction Trades Technology  
Mr. Tysen Lawson, Automotive Collision Repair Technology

### **Support Staff**

Mrs. Tina Bowen, Secretary to Director  
Mrs. Denise Bowling, IMS and Guidance Secretary  
Ms. Sharon Tuttle, Adult/Community Education Secretary  
Mr. Jerry Kruger, Custodian  
Mr. Larry Miller, Custodian

# INTRODUCTION TO YOUR SCHOOL

## History

The Kirksville school district was formed in 1867. Records indicate that the first high school was organized in 1887. In 1893, a high school building was constructed on the site that Greenwood Elementary now occupies. This building was later destroyed by fire. In 1914, a new high school was constructed on McPherson Street. Classes were held in that facility, now known as the Board Building, until 1960.

For many years, Kirksville had the only high school in this part of the state and enrollment increased rapidly as many students from surrounding communities attended KHS. In 1902, KHS employed five teachers and graduated eleven students. In 1920, seventy-five students graduated from Kirksville High School.

Construction on the existing high school building was completed in 1960. The “C” building wing was added in 1964 and the Vo-Tech building was completed in 1968.

## School Song

Although Yale has always favored  
The violets so blue;  
And the many son of Harvard  
To the crimson rose are true;  
We will own the lily slender,  
No honor shall we lack,  
For the Tigers stand defenders of  
The Orange and The Black

## Accreditation

Classified Status by Missouri Department of Elementary and Secondary Education, North Central Association of Colleges and Secondary Schools.

## Student Council Officers

President - Caleb Foglesong  
Vice-President - Maggie Campbell  
Secretary - Brier Skogsberg  
Treasurer - Sauyma Singh

### Traditions

School Colors - In the fall of 1890, Bert Sees, a member of the KHS football team was instructed to buy fourteen team sweaters with money donated by teachers and students. Bert was told to use his judgment as to the colors. He chose orange and black. Since 1900, KHS teams have competed under these colors.

Mascot - Tiger

Newspaper - Paw Print

Yearbook - Regit

Tiger Tile - The Tiger Tile located near the Administrative offices was donated by the KHS class of 1962. Tradition has it that **SENIORS ONLY** are allowed to walk on or near the tiger.

Conference - North Central Missouri Conference (Hannibal, Moberly, Mexico, Marshall, Fulton)

## **INTRODUCTION TO THE TECHNICAL CENTER**

### History

Though vocational education in the area can be traced back to the early 1900's, it wasn't until 1966 that the state declared the Kirksville Area Vocational-Technical School one of the fifty-eight area schools in Missouri that would specialize in vocational and technical programs.

For many years, vocational programs were located in various buildings around the city of Kirksville. That ended in 1970, however, with the completion of the present facility. An addition to the building, completed in 1978, allowed for further expansion of vocational programs and services.

Currently, programs are offered to students at both the high school and adult levels. High school students from seven regional schools attend daily classes at the Technical Center, as do adults from throughout northeast Missouri.

Kirksville Area Technical Center is accredited by the Department of Elementary and Secondary Education. The North Central Association (NCA-CASI) accreditation process was initiated in the 2005-2006 school year. Kirksville Area Technical Center became fully NCA-CASI accredited in 2009. Several individual programs also hold state and national accreditations.

### Mission of the Technical Center

The mission of the Kirksville R-III School District is that all students will achieve their potential and become productive citizens.

The mission of the Kirksville Area Technical Center is to prepare ALL students for successful entry into a career or continuation of their education in a career area.

## Attending School Districts

Adair County R-I  
Adair County R-II  
Green City R-I  
Kirksville R-III

Knox County R-I  
Milan C-2  
Schuyler County R-I

### Kirksville R-III Graduate Performance Standards

**Goal 1** - In order to lead productive and fulfilling lives and to continue learning, Kirksville High School graduates will possess the knowledge and skills that enable them to Construct Meaning by Gathering, Understanding, Analyzing and Applying Information, Ideas and **Concepts from the Disciplines.**

**Goal 2** - In order to lead productive and fulfilling lives and to continue learning, Kirksville High School graduates will possess the knowledge and skills that enable them to **Communicate Effectively.**

**Goal 3** - In order to lead productive and fulfilling lives and to continue learning, Kirksville High School graduates will possess the knowledge and skills that enable them to **Solve Problems.**

**Goal 4** - In order to lead productive and fulfilling lives and to continue learning, Kirksville High School graduates will possess the knowledge and skills that enable them to **Make Responsible Decisions Individually and Within Groups as Students, Family Members, Workers and Citizens.**

### Daily Bell Schedule

7:30 a.m.	Detention Bell	
	Teachers Arrive	
7:55 a.m.	First Bell	
8:01 a.m.	One Minute Warning Bell	
8:02-8:52 a.m.	1st Period	
8:57-9:46 a.m.	2nd Period	
9:51-10:41 a.m.	3rd Period	
10:46-12:03 p.m.	4th Period	Lunch Periods 1st 10:46-11:10 a.m. 2nd 11:14-11:36 a.m. 3rd 11:40-12:03 p.m.
12:10-12:59 p.m.	5th Period	
1:04-1:53 p.m.	6th Period	
1:58-2:48 p.m.	7th Period	
3:05 p.m.	Teachers Dismissed	

### Compressed Schedule

8:02-8:37 a.m.	1st Period
8:42-9:16 a.m.	2nd Period
9:21-9:55 a.m.	3rd Period
10:00-10:34 a.m.	4th Period
10:39-11:13 a.m.	5th Period
11:18-11:52 a.m.	6th Period
11:57-12:32 p.m.	7th Period
12:37-12:57 p.m.	Lunch

# KIRKSVILLE R-III SCHOOL DISTRICT

## 2011-2012 Calendar

### AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	NTO	NTO	13
14	TWID	First Student Day	18	19	20	27
21	22	23	24	25	26	27
28	28	30	31			

### SEPTEMBER

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	PDC	27	28	29	30	

### OCTOBER

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	End O1 15
16	17	18	P/T 3:30-7:00	P/T 3:30-7:00	21	22
23	24	25	26	27	28	1pm Out/PDC
30	31					

### NOVEMBER

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### DECEMBER

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	Make-Up #1	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### FEBRUARY

### MARCH

### APRIL

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	Make-Up #2	18
19	20	21	22	23	24	25
26	27	28	29			

# MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	Last Day of School	Make-Up #5	26
27	28	Make-Up #6	30	31		

# June

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

S	M	T	W	T	F	S
		1		2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16 End O3	17
18	19	20	21	22	PDC	24
25	26	27	28	29	30	31

## Make-Up Days

January 13  
February 17  
April 6  
April 30  
May 25  
May 29

Parent/Teacher Conference  
October 19 & 20 (3:30-7:00)

S	M	T	W	T	F	S
1	2	3	4	5	Make-Up #3	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	Make-Up #4					

## Guaranteed No School Days

September 5  
October 21  
November 23-25  
December 22-30  
January 2  
January 16  
February 20  
March 5-9

## PDC Hours

September 26 (6.5 hrs)  
October 28 (2 hrs)  
March 23 (6.5 hrs)

## Quarter Dates

1st Q Oct. 14-Grade Card Dist. Oct. 24  
2nd Q Dec. 21-Grade Card Dist. Jan. 6  
3rd Q March 16-Grade Card Dist. March 22  
4th Q May 24-K-5 Grade Card Dist. May 24  
Middle School & High School will be mailed

# KIRKSVILLE HIGH SCHOOL SCHOOL CALENDAR

## **August**

Thursday - Friday, August 11-12 – New Teacher Orientation  
Monday, August 15-16 – Teacher Workday  
Wednesday, August 17 – First Student Day

## **September**

Monday, September 5 – No School – Labor Day  
Monday, September 26 – 1:00 p.m. Early Dismissal – Professional Development

## **October**

Friday, October 14 – End of First Quarter  
Wednesday, October 19 – Parent-Teacher Conferences – 3:30 - 7:00 p.m.  
Thursday, October 20 – Parent-Teacher Conferences – 3:30 - 7:00 p.m.  
Friday, October 21 – No School  
Friday, October 28 – 1:00 p.m. Early Dismissal – Professional Development

## **November**

Wednesday – Friday, November 23 - 25 – No School – Thanksgiving Break

## **December**

Wednesday, December 21 – End of First Semester  
Thursday, December 22 – Friday, December 30 – No School – Winter Break

## **January**

Monday, January 2 – No School  
Friday, January 13 – Make-Up Day #1  
Monday, January 16 – No School – Martin Luther King Day

## **February**

Friday, February 17 – Make-Up Day #2  
Monday, February 20 – No School - Presidents Day

## **March**

Monday – Friday, March 5-9 – Spring Break  
Friday, March 16 – End of Third Quarter  
Friday, March 23 – 1:00 p.m. Early Dismissal - Professional Development

## **April**

Friday, April 6 – Make-Up Day #3  
Monday, April 9 – No School  
Monday, April 30 – Make-Up Day #4

## **May**

Thursday, May 24 – Last Student Day  
Friday, May 25 – Make-Up Day #5  
Monday, May 28 – Memorial Day – No School  
Tuesday, May 29 – Make-Up Day #6

# KIRKSVILLE R-III SCHOOL DISTRICT STUDENT & PARENT INFORMATION SITES

## 1. InformationNow (STI)

Students and parents can sign up (at appropriate school) for a user name to check Grades, Attendance, Demographic Data, Discipline, etc. You will need to sign up only once during your child's academic career at the Kirksville Public Schools.

## 2. Tiger Alerts! (Textcaster)

Get important information about Kirksville Public Schools sent as text messages and e-mails directly to your mobile phone, wireless PDA or pager. Signing up is easy and free. Go to our District website at [www.kirksville.k12.mo.us](http://www.kirksville.k12.mo.us) and click on the Textcaster icon. Note: Since Textcaster is used frequently in our district be sure to check your individual plan with your cellular provider to avoid unanticipated charges.

## 3. Kirksville Public Schools District Calendar

Our school district is now using Tandem for Schools to manage all school calendars and events. It is the place to find all school event information. Sign up for Free at <http://kirksville.intand.com> or our District website at [www.kirksville.k12.mo.us](http://www.kirksville.k12.mo.us).

## **ACADEMIC PROGRAM** **Graduation Requirements**

The local Board of Education has set graduation requirements at twenty-four (24) units in the following areas:

English	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit (includes 1/2 computer lit)
Health & Physical Education	2 units
Electives	9 units

One (1) unit of credit may be earned for each full year (2 semester) course passed. One-half (1/2) unit of credit may be earned for each half year (1 semester) course passed. Accumulation of credit begins in ninth grade. Starting with the freshman class of 2006-07 4 units of English and 3 units of Math will be required to graduate.

### **Embedded Credit**

In today's technological society, students need to be equipped not only with competencies from their chosen skill area but also in the academic curriculum. This can be embedded into the Career Technical Education (CTE) program and students can be persistent to graduation.

In order to receive this credit students must:

- Successfully complete two years of CTE course work.
- Meet the minimum requirements for the Communication Art Portfolio in Child Care or the minimum requirements for Math in other CTE two year programs.
- Students must pass with 70% average on the assigned work.

This credit will allow students to meet increased graduation requirements,

along with adding rigor and relevance to CTE course work.

Embedded credit will be awarded beginning with the 2008-2009 graduation class and shall meet all DESE requirements and shall be approved by local school boards from participating sending schools. Academic standards will be taken from grade level expectations (GLEs). Students will be pre and post tested using the Test of Adult Basic Education (TABE).

### **Technical Skill Attainment**

Each student completing three credits in a related program will be required to take a technical skill assessment (TSA). The TSA score becomes a part of the student's academic record, is used in the articulation process, and is beneficial when seeking employment.

### **Sophomore, Junior and Senior Status**

To qualify for specific grade status a student must have accumulated the required credit as indicated below:

Sophomore Status - Minimum of 4 units prior to the beginning of the school year.

Junior Status - Minimum of 10 units prior to the beginning of the school year.

Senior Status - Minimum of 17 units prior to the beginning of the school year.

### **Required Grade Level Courses**

Some courses are required to be taken at certain grade levels. They are:

<u>Grade</u>	<u>Credit</u>	<u>Courses</u>
9	1	*English I
	1	*Civics / Economics
	1	*Selected Math
	1	*Physical Science
	1	PE / Health / Computer Literacy
10	1	*World History
	1	*English II
	1	PE / Computer Literacy
11	1	*Biology
	1	*American History
	1	*English III
	1	*Selected Courses

\*Any student failing this course will be required to re-enroll and pass the course. If only one semester is failed, the student will be required to repeat that semester only.

### **Class Rank and Grading System**

Class rank and Grade Point Average (GPA) is determined by adding the total grade points in all regular and weighted classes and dividing by the number of classes taken.

Grades are assessed according to the following scale:

Letter Grade	Point Value	Point Value
	Regular Classes	Weighted Classes
A-Excellent	4	5
B-Superior	3	4
C-Average	2	3
D-Inferior	1	2
F-Failing (no credit)	0	0

### **School Wide Grading Scale**

96%-100% A	73%-78% C
92%-95% A-	70%-72% C-
89%-91% B+	67%-69% D+
85%-88% B	64%-66% D
82%-84% B-	60%-63% D-
79%-81% C+	0%-59% F

### **Reports of Student Progress / Grade Reports**

Grade reports are issued to students at the end of each nine week quarter. In addition, teachers will access student's progress every three weeks during each quarter. Students who are failing at the time of the three week check will be placed on Academic Watch status. Parents may also be notified of students failing grades.

### **Honor Roll**

An Honor Roll is published in the local paper upon completion of each quarter. All courses are included in computing student grade averages for honor roll purposes. The three levels at which a student may earn recognition on the Honor Roll are:

- 3.0 - 3.49
- 3.5 - 3.99
- 4.0

### **Weighted Classes**

The weighted grade plan awards more grade points for selected academic courses. These courses demand a high level of written communication skills, problem solving and creative thinking ability.

The following courses are weighted:

AP English	AP Chemistry
College Prep English	Physics
AP Calculus	AP United States History
Math Analysis	French III & IV

## **ENROLLMENT OPTIONS**

### **College Preparatory Studies Certificate**

The Missouri Department of Elementary and Secondary Education grants a “College Preparatory Studies Certificate” in addition to the high school diploma.

To be eligible, a student is required to complete a rigorous high school program which includes at least the following:

- \* English - 4 units;
- \* Math - 3 units; (Algebra I and above)
- \* Science - 3 units; (Physical Science not included)
- \* Social Studies - 3 units;
- Fine Arts - 1 unit;
- Practical Arts - 1 unit;
- P.E. - 1 unit;
- Electives - 6 units

### **Advanced Placement Courses**

Advanced Placement (AP) courses are designed for students who desire to take the national AP exams administered each spring. Students scoring high enough on an AP exam may be given advanced standing in college. Detailed information regarding the AP program is available in the guidance office.

The following AP courses are offered:

- |                          |              |
|--------------------------|--------------|
| AP English               | AP Chemistry |
| AP Calculus              | AP Physics   |
| AP United States History |              |

Students interested in taking AP exams in other subjects should contact their counselor.

### **Dual Enrollment**

During the school year, students who qualify may enroll in courses at Truman State University for both high school and college credit. Students in dual enrollment attend the courses on campus and are responsible for tuition charges. Certain restrictions apply; therefore, students must consult with their counselor to determine eligibility to participate.

### **Dual Credit**

Several junior and senior level classes at KHS are recognized by Moberly Area Community College as college credit courses. Students who take the courses are responsible for tuition charges as well as investigating how the credit will transfer. Detailed information regarding dual credit courses is available in the guidance office.

### **Correspondence Courses**

Students may enroll in correspondence courses for high school credit. A wide range of course offerings are available to students. With approval, a student may earn up to four units of credit to count toward graduation. Students taking correspondence must pay for the course. Full details may be obtained in the guidance office.

### **Programs for Homeless Students**

The Kirksville R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri State plan for education of homeless, will give special attention to ensure that homeless students in the school district have access to free and appropriate public education.

### **Homebound Instruction**

Students who are absent for extended periods due to illness or injury may apply for homebound instruction. If approved, a teacher will be made available to the student to assist with coordinating assignments between home and school.

Requests for homebound instruction are to be made by contacting the special education office.

### **Part-Time Attendance**

A student requesting to attend less than seven periods (full time) must apply for part-time attendance. Requests for part-time attendance should be made in writing to the principal and be initially approved by the student's counselor. Part-time attendance request forms are available in the guidance office.

Part-time attendance requests will be considered for the following reasons:

1. Students needing to work part-time due to family hardship and finances.
2. Students desiring to enroll in college classes.
3. Students attending a private school who desire to attend public school for courses not available in the private school.

### **Early Graduation**

Local Board of Education Policies require eight (8) semesters of full time attendance. Exceptions will be part of a student's planned individual program under the direction of the guidance department. Requests for early graduation are subject to Board of Education approval.

### **A+ Schools Program**

KHS has been designated as an A+ School by the State of Missouri. As a result, graduating students may be eligible for tuition reimbursement at any community college or public vocational / technical school in Missouri. To be eligible, students must meet specific standards that include a minimum grade point average and attendance percentages as well as performing fifty hours of unpaid, school-based tutoring / mentoring. In addition, students must maintain a record of good school citizenship. Students interested in pursuing A+ certification should obtain information from the A+ coordinator located in the Career Center.

### **Guidance Services**

The KHS Guidance Department functions to meet the needs of all students in various phases of their lives. Counselors work with faculty, parents, and

others in a joint effort to help each student reach academic, social, and personal potential. Students should confer with their counselor when:

1. They want to know more about their abilities, aptitudes and interests or whether they are likely to be qualified to attend college or to enter certain vocations.
2. They find that class work is too difficult or that they have poor study habits.
3. They compile a low grade point average.
4. They are developing vocational plans.
5. They are planning their schedule for the next school year.
6. They have unusual difficulties in working with other students.
7. They experience depression or unhappiness for long periods of time.
8. They feel they are being misunderstood by others.

Appointments to meet with your counselor can be made in the guidance office.

### **Counselor Assignments**

Counselors are assigned according to a student's last initial.

A - K - Mrs. Niemeyer

L - Z - Ms. O'Brien

All Technical Center Students - Sue Schlueter

### **Schedule Changes**

Student requests for classes help construct a master schedule which will permit most students to get these choices. Few, if any, reasons for schedule changes should exist when school begins. Legitimate schedule changes will be permitted during the first three days of school, with administrative approval.

### **Scholarships / Financial Aid**

Scholarship and financial aid information are made available through the guidance office. Activities such as college night, career day and financial aid night are offered during the school year. Additional scholarship opportunities are announced in student bulletins.

### **Renaissance Honors Program**

The Renaissance Honors Program has been developed to recognize and reward those students who have demonstrated outstanding performance in the areas of:

Achievement

Attendance

Attitude &

Participation in Activities

Many incentives and rewards will be made available during the school year which include:

- Tiger Award presented to the outstanding graduate
- Semester Honor Breakfasts
- Honor Cards (See Description Below)

### **Gold Card**

#### Criteria

4.0 Grade Average  
No unexcused absences  
No referrals for detention  
or suspension  
Participation in at least one  
extracurricular activity  
No grade lower than a C

#### Awards / Incentives

Free admission to 2 KHS dances  
Free admission to athletic events  
Various other incentives offered  
by local businesses

### **Orange Card**

#### Criteria

3.0 or above Grade Average  
No unexcused absences  
No referrals for detention  
or suspension  
Participation in at least one  
extracurricular activity  
No grade lower than a C

#### Awards / Incentives

Free admission to 2 KHS dances  
Free admission to athletic events  
Various other incentives offered  
by local businesses

### **White Card**

#### Criteria

2.5 or above  
No unexcused absences  
No referrals for detention  
or suspension  
Participation in at least one  
extracurricular activity  
No grade lower than a C

#### Awards / Incentives

Half price admission to 2 KHS dances  
Half price admission to athletic  
events  
Various other incentives offered by  
local businesses

### **Academic Watch**

Students' grades are assessed at approximately three week intervals throughout the school year. If a student is earning failing or near failing grades at the scheduled interval, an Academic Watch letter will be mailed to parents. Upon receipt of the notice, parents are encouraged to contact the assigned counselor or academic watch advisor.

### **Technical Center Services**

The following services are available to all students of the Kirksville Area Technical Center:

#### **Career Counseling**

Students desiring assistance with issues relating to careers, college, and / or personal problems can receive assistance through the Career Counselor.

#### **Job Placement Assistance**

Resume preparation, interview basics, job leads, and a variety of other services are available through the Technical Center's Job Placement Specialist.

### **Resource Educator**

Students with special needs can receive assistance from the Vocational Resource Educator. Reading tests and directions with assignments are just two of these services.

### **Vocational Evaluation**

The Technical Center Vocational Evaluator can help students better define their career direction through tests and inventories. The Evaluation Center is CARF accredited and provides a variety of assessments.

### **School-To-Work**

Skills needed for the transition from the classroom to the workplace are available. Services include the opportunity for internships for students who meet eligibility and grade requirements. A Career Fair is held annually to acquaint students with a variety of career opportunities.

### **Extended Day Credit Recovery**

The Technical Center offers a Credit Recovery Program by attending extended hours after school. Credit may be earned in core subjects.

### **Nontraditional Careers**

The Technical Center's Career Education Coordinator has a library of materials highlighting nontraditional career opportunities.

## **SCHOOL SECURITY**

### **School Resource Officer (S.R.O.)**

A Kirksville Police Department officer is employed by the district and stationed at the high school. This officer enables the school to enhance security efforts in a proactive rather than a reactive way. The officer is governed by local law enforcement policies making sure that student rights are not violated. The overall mission of the S.R.O. is to provide a safe environment for the educational process.

### **Student Reporting of Problem Behavior**

In an effort to provide a safe and secure environment at the school everyone must play a role. Throughout the school year, students may either see, overhear, or be told by their classmates about emotional and / or behavioral problems students are having. These problems may involve drastic changes in a student's behavior or students making threats to do harm to themselves, other students or to the school. These types of issues should all be taken seriously. Any student or parent who becomes aware of such problems should notify a school staff member or administrator immediately. All such information will be kept as confidential as possible for the protection of all parties involved. Only by knowing the information can school personnel provide necessary services.

### **Lockers**

Lockers are school property. Lockers and contents may be searched at any time for reasons of health and safety. Each student at KHS will be assigned an individual locker. The locker number is indicated on the top of the student schedule next to the birthdate. Students may not change lockers without office approval.

If a locker is in need of repair or does not work properly, report this information immediately to the office.

- For security reasons students should keep their lockers locked at all times.
- The school will not be responsible for school materials stolen from open lockers.
- Students should not bring valuables to school at any time. The school will not be responsible for lost or stolen items.
- Locks will be issued by school authorities during the first week of school. Students should only use school issued locks on lockers.
- Lost locks must be paid for.
- Students should not write on or decorate lockers which permanently affect their condition.
- Students will be responsible for the condition of assigned lockers at the end of the school year. Lockers requiring extensive maintenance will result in restitution.

### **Cameras**

Areas of campus may be subject to security cameras or video camera surveillance. These areas may include but are not limited to hallways, building entrances, cafeterias, and parking lots. The primary purpose of the camera is to gather evidence with the hope that the utilization of this type of evidence detection devices may reduce the risk of improper behavior within the school zone and / or transporting of something harmful inside the school zone.

### **Searches**

School administrators, or any person the school administrator designates with search authority, has the authority to perform searches in school zones based on the reasonable suspicion standard. This is based upon the vital responsibility to preserve a proper educational environment and a special need for an immediate response to behavior that threatens either the safety of school children and teachers or the educational process itself. Individual searches can include but are not limited to vehicles, lockers, desks, backpacks, book bags, containers, and purses.

### **Use of Drug-Detection Dogs**

To further safety and promote discipline in the district, the board authorizes the use of trained drug-detection dogs in cooperation with law enforcement authorities to search school premises at any time. Drug-detecting dogs may be used periodically to monitor school premises as determined by the administration, including but not limited to, lockers, vehicles parked on school property or vehicles parked on property provided to the school. No personal searches of individuals using drug-detecting dogs are permitted and therefore drug-detecting dogs shall not come in direct contact with people. Drug-detecting dogs may be used to check items including book bags, gym bags, coats, jackets, purses, etc.

Should a drug-detecting dog “alert” during a walk through reasonable suspicion is established to conduct a search. A school administrator or

designated certified employee shall be present to witness any search. If a vehicle is to be opened, the person owning, operating, or responsible for that vehicle shall also be present unless a school administrator deems the situation to be an emergency where public safety could be in jeopardy. Should a person refuse to allow their vehicle to be searched after having been identified by the drug-detecting dog, law enforcement officials shall be notified.

If a drug dog alerts that a person has contraband in his or her possession, a school administrator will question the student. A certified employee designated by the school administrator shall be present during the questioning to serve as a witness.

### **School Violence Hotline**

The State of Missouri, through a grant from the Department of Public Safety, has established a statewide School Violence Hotline to help school districts and law enforcement agencies be aware of reports of school violence as early as possible and to ultimately make schools safer.

The School Violence Hotline is staffed Monday through Friday from 7 a.m. to 6 p.m. Calls are accepted, information is gathered and entered into a centralized data base. The information is then communicated, by phone, fax, or e-mail, to the appropriate law enforcement agency and schools. It is then up to the law enforcement agency and school district to decide how the case will be handled. The hotline number is 1-866-748-7047.

### **Parking**

Three parking lots are marked for student use. These are located on the north side of the high school, at the football stadium and at the primary school.

Student responsibilities when driving and parking on school grounds include:

1. Parking only in assigned areas. Violators will be disciplined.
2. Entering school immediately upon arrival. Students are not permitted to sit in parked cars or be in parking lots without permission from the office.
3. Parking spots in the Technical Center compound area and on the north side of the building, preschool and tennis courts are for faculty and visitors only. Students are prohibited from parking in either of these areas. Students may park in the football lot or in the west lot between the Technical Center and Kirksville High School.

### **Hall Passes**

Students desiring to leave during class time must have their planners and obtain permission from the teacher.

### **Leaving the Building**

Upon arriving, students are expected to remain on school grounds. Students should not go to their cars or leave school buildings without first obtaining permission from office personnel.

## **HEALTH SERVICES**

A full-time school nurse is employed at KHS. For concerns or questions regarding your child's health contact the nurse at 626-1411.

### **Medication At School**

1. The medication must be prescribed by a licensed physician or dentist. If over the counter medication needs to be administered at school, the medication must be in the original container.
2. The medicine shall be in the original prescribed container which shall be labeled with (a) name of student, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
3. The medicine must be accompanied by written permission from the parent or guardian to have the medication given to the student. Additionally, Kirksville R-III requires that each student receiving medication at school have a signed Medication Administration Consent on file in the nurse's office. This must be renewed annually.
4. The medication, while at school, shall be kept in the school health office. When required, refrigeration will be provided.
5. The nurse will keep a written record of any medication(s) given at school. This record will include the student's name, the name of the medication, the amount of medication to be given, and the time to be given.
6. At the end of the dispensing time or end of the school year, any remaining medication shall be returned to the student's parents or destroyed.
7. When students are required to receive any medication at school, it is necessary that a parent or guardian bring the medication to the school health office. It will then be dispensed in accordance with the above guidelines. Medications are NOT to be carried by students at school or on the bus.
8. Tylenol and Ibuprofen are available from the nurse with signed permission forms.

## **DISCIPLINE**

### **Principles of the Discipline Program**

It is our responsibility as educators to reinforce the democratic process as we deal with student behavior. Any action taken must be in accordance with each individual's best interest while considering the welfare of the school's society.

### **Due Process**

All students at Kirksville Senior High have the right not only to an education but the rights guaranteed by the Constitution. In situations involving student infractions of district or building policies that may result in punishment, the following due process procedures apply:

1. Prompt and adequate notice of the charges.
2. An opportunity to respond to the charges.
3. A hearing suited to the situation and the charges.
4. A decision based on the hearing.

### **Disciplinary Actions**

Listed below is a summary of typical penalties that may be assessed for conduct infractions. This is only a partial list and students should realize that other penalties are possible depending upon circumstances surrounding an infraction.

1. Reprimand or warning
2. Parent conference
3. Probation: Students placed on probation will have formally agreed to behavioral guidelines and the penalties for violations. Probations are used in an attempt to give the student the opportunity to correct conduct problems before penalties are assessed.
4. LOP (Loss of Privilege)
  - a. This is a lunch detention.
5. Saturday Detention: Involves assignment to serve detention from 8:00 -11:00 a.m. on Saturday morning. The same guidelines as regular detention apply.
6. In-School Suspension (ISS)
7. Out of School Suspension (OSS)
8. Expulsion (permanent removal from school)

### **Accumulation of Detentions / Office Referrals**

A student receiving an excessive number of detention / office referrals as judged by the administration will be subject to in school or out of school suspension.

## **SPECIFIC DISCIPLINE REGULATIONS**

### **Student Alcohol / Drug Abuse**

Any student attending school sponsored activities in possession of or under the influence of drugs or alcohol will be subject to immediate suspension from school.

### **Truancy "Skipping School"**

Being absent without the knowledge and / or consent of parents, guardians, or school personnel, or leaving school during any session without the consent of office personnel will be considered an unexcused absence and result in disciplinary action.

### **Tardy Policy**

Students are expected to be in the classroom prior to the bell to start each class. On the sixth and subsequent unexcused tardies a referral will be forwarded to the office. Penalties for being referred to the office for tardies are:

6th tardy	Saturday Detention
9th tardy	ISS - 3 days ISS
12th or more tardies	3 days ISS - 5 days OSS

### **Cell Phone / Electrical Devices Policy**

- Cell phones / Electrical devices are to be turned off during school hours (7:30 a.m. - 2:48 p.m.).
- 1st offense the device will be confiscated and sent to the office and parent or guardian may pick up the device.
- 2nd offense device will be confiscated, sent to the office and parent or guardian must pick up the device. Student will also receive Saturday detention.
- 3rd offense device will be confiscated, sent to the office and parent or guardian must pick up the device. Student will also receive 1-10 days of ISS.
- 4th offense the device will be confiscated up to 30 days. Student will also receive 1-10 days of ISS.

### **Hat Policy**

- Hats are to be taken off during school hours (7:30 a.m. - 2:48 p.m.)
- 1st offense the hat will be confiscated and sent to the office for the remainder of the day. The student may pick up the hat after school.
- 2nd offense the hat will be confiscated, sent to the office and parent or guardian must pick up the hat.
- 3rd offense the hat will be confiscated, sent to the office and parent or guardian must pick up the hat. The student will also receive Saturday detention.
- 4th offense the hat will be confiscated and kept in the office for up to 30 days and the parent or guardian must pick up the hat. The student will also receive 1-10 days of ISS.

### **Students Assaults, Fights, or Harassment**

Assaults, fighting, threatening, or intimidating actions may be cause for immediate out of school suspension.

ASSAULTS            Attempting to cause injury to another person.

FIGHTING           Action by which both parties have contributed to the conflict either VERBALLY or PHYSICALLY.

HARASSMENT      Any verbal action considered harassment, ridicule or bullying.

If any student CHOOSES NOT TO AVOID a conflict even though they may not initiate it, and even though a student's part in a conflict may only be verbal, they should expect to be subject to disciplinary action which may include out of school suspension.

### **Weapons Violation**

Any student who violates the Safe Schools Act by bringing a weapon to school will be subject to expulsion.

### **Sexual Harassment**

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; 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.

### **Sexual Harassment of Students**

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Kirksville R-III School District. For purposes of this policy, the following definitions shall apply:

1. Submission to such conduct is made either explicitly or a term or condition of an individual's employment or participation in an academic or extracurricular program:
2. Submission to or ejection of such conduct by an individual is used as a basis for decisions affecting an individual's employment, academic program or extracurricular activities: or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or educational environment.

**Student**-Any individual enrolled in the Kirksville R-III Schools or its programs. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern, or school volunteer. Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or other student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal, or through physical gestures; and physical contact such as patting or pinching. Any student who believes they have been the victim of or witnesses sexual harassment shall bring the harassment to the attention of any teacher, guidance counselor or school administrator by complaining orally or in writing in a timely manner. The staff member who receives the complaint shall promptly inform the building administrator, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment shall immediately notify their building administrator, or the next level administrator who is not the subject to the complaint. All complaints of sexual harassment by students shall be promptly investigated by an administrator with responsibility for supervision of the school attended by the student. A full written report will be transmitted to the Superintendent of Schools. No school employee who is the subject to the complaint shall participate in the investigation. If the Superintendent is the subject of the complaint an investigation will be conducted by the board president. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Advice by counsel may be obtained prior to initiation of the investigation and at any point during the processing of the complaint. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participation in or cooperating with an investigation. Adverse action will include any form of intimidation, reprisal or harassment such as suspension, expulsion,

termination, change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing related to a sexual harassment complaint will be subject to discipline. Any student found to have violated this policy by committing an act of sexual harassment, condoning such acts or retaliation against a complainant or participant in the investigation of a complaint, shall be subject to disciplinary action including, but not limited to, suspension. False sexual harassment charges will be treated as a serious offense and students making false charges shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Upon the adoption of this policy prohibiting sexual harassment, all students, in one of their classes, will receive age-appropriate information which will include the following:

- a. A copy of the districts policy,
- b. An explanation of the policy and its purpose,
- c. A definition of sexual harassment,
- d. Instruction in what to do if one is a victim of sexual harassment,
- e. A clear definition of the sanctions against anyone found to have been a perpetrator of sexual harassment,
- f. Information on the consequences to individuals who are found to have made a frivolous accusation, and
- g. A safe and supportive forum for discussion by the students of the issue of sexual harassment and of their related concerns.

Students who believe that their complaint has not been satisfactorily resolved may utilize grievance procedure ACG at the appropriate level.

Publications disseminated to students will inform them of this policy.

Adopted: October 11, 1994

Revised: December 13, 1994

Cross Refs: ACAA, Sexual Harassment

ACG, Resolution of Discrimination Complaints

J B, Equal Educational Opportunities

Legal Refs: Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000 E-2, 29C.F.R. 1604.11

Meritor Savings Bank v. Vinson, 106 5. Ct 2399  
(1986)

MSBA-10/94

Kirksville R-III School District, Kirksville, Missouri

### **Relationship Between Infraction and Disciplinary Action**

The charts on the following pages illustrates the types of disciplinary action that may be taken for each infraction. In each case, a minimum and maximum action is listed as well as action for the first occurrence and for repeated occurrences.

No student or parent should expect to automatically receive either the minimum or maximum disciplinary action when they are involved in a problem. This will be determined on an individual basis in each school based on a wide range of variables such as, but not limited to, the age of student, past record or behavior, attitude, severity of the infraction, and the severity of the problem as it exists in the school. Administrators must exercise professional judgment in these decisions.

### **Involvement of the Home School**

With any student discipline infraction school officials may choose to notify home school administration for assistance or guidance as to the level of action to be taken. Students need to note that, in most cases, disciplinary action at the Technical Center also results in disciplinary action at the home school.

### **Parent Involvement**

With any student discipline infraction school officials may choose to notify parents; by telephone, personal contact or letter. Parent contact is mandatory in all cases involving out of school suspensions.

### **Accumulation of Offenses**

Any student who receives multiple offenses (5), regardless of magnitude, within a semester will be subject to a meeting with a disciplinary committee who will recommend appropriate consequences. Any student who commits these offenses will be subject to additional disciplinary action including out of school suspension.

### **Technology Usage**

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

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manor impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the districts technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Internet Use Policy**

The internet is an extraordinary resource for students. However, some information is not suitable for students. In an effort to protect students who use the internet, an internet use agreement has been established which details responsible and ethical use, prohibitions, and consequences for failing to abide by the policy. This Internet Use Agreement needs to be reviewed and signed by both the student and his / her parent / guardian before the internet can be used.

INFRACTION	ACTION TO BE TAKEN		
	OFFENSE	MINIMUM	MAXIMUM
MULTIPLE DISCIPLINE REFERRALS	Five or More Referrals	3 days ISS	5 days OSS
TRUANCY	First Offense	Principal Conference	1-3 days ISS
	Subsequent Offense	1-3 days ISS	3-10 days ISS
SKIPPING LUNCH	First Offense	Principal Conference	1-3 days ISS
	Second Offense	1-3 days ISS	3-10 days ISS
	Third Offense	3-10 days ISS	
	Fourth Offense	OSS	
LEAVING CLASS WITHOUT PERMISSION	First Offense	3 days LOP	Saturday Detention
	Second Offense	Saturday Detention	1-3 days ISS
	Third Offense	3-10 days ISS	10 days OSS
	Fourth Offense		10 days OSS
NOT PROPERLY SIGNING OUT / IN	First Offense	Principal Conference	1-3 days ISS
	Second Offense	Saturday Detention	3-10 days ISS
	Third Offense	3-10 days ISS	OSS
TARDINESS	Sixth Tardy	Saturday Detention	
	Ninth Tardy	ISS	3 days ISS
	Twelve or More Tardies	3 days ISS	5 days OSS
CELL PHONE / ELECTRICAL DEVICE	First Offense	Confiscate/Parent pick-up	
	Second Offense	Sat. detention/Parent pick-up	
	Third Offense	ISS/Parent pick-up	
	Fourth Offense	Confiscate up to 30 days	1-10 days ISS
HAT VIOLATION	First Offense	Warning	Parent Contact
	Second Offense	Confiscate/Parent pick-up	LOP
	Third Offense	Confiscate/LOP	Confiscate Sat. Detention
	Fourth Offense	Confiscate up to 30 days	10 days ISS
LACK OF CLASSROOM PARTICIPATION	First Offense	LOP	ISS
	Second Offense	Saturday Detention	1-5 days ISS
	Third Offense	3-10 days ISS	1-10 days OSS
CHEATING	First Offense	Loss of Credit/Parent Contact	LOP/Loss of Credit/Parent Contact
	Second Offense	Saturday Detention/Drop F	Suspension/Drop F
DISHONESTY ANY ACT OF LYING VERBAL OR WRITTEN INCLUDING FORGERY	First Offense	Conference	1-10 days OSS
	Second Offense	Saturday Detention	1-10 days OSS

INFRACTION	ACTION TO BE TAKEN		
	OFFENSE	MINIMUM	MAXIMUM
TECHNOLOGY MISCONDUCT	First Offense	Restitution Loss of Privilege	1-180 days OSS
	Second Offense	Restitution Loss of Privilege	1-180 days OSS
DISRUPTIVE BEHAVIOR / DISRESPECT	First Offense	Warning	1-10 days OSS
	Subsequent Offense	Saturday Detention	1-180 days OSS
FAILURE TO SERVE SATURDAY DETENTION	First Offense	2 days ISS	2 days OSS
POSSESSION OF TOBACCO	First Offense	Confiscation of Product	3 days OSS
	Subsequent Offense	Confiscation of Product	1-10 days OSS
USE OF TOBACCO	First Offense	Confiscation of Product	3 days OSS
	Subsequent Offense	Confiscation of Product	1-10 days OSS
POSSESSION ALCOHOL/DRUGS	First Offense	3 days OSS	1-180 days Suspension
	Subsequent Offense	1-180 days Suspension	Expulsion
DISTRIBUTION OF ALCOHOL/DRUGS	First Offense	3 days OSS	1-180 days OSS
	Subsequent Offense	1-180 days OSS	Expulsion
USE OF ALCOHOL/DRUGS	First Offense	3 days OSS	11-180 days OSS
	Second Offense	5 days OSS	Expulsion
LUNCHROOM MISBEHAVIOR	First Offense	LOP	5 days LOP
	Second Offense	5 days LOP	Saturday Detention
	Third Offense	Saturday Detention	ISS
	Fourth Offense	3 days ISS	OSS
ARSON	First Offense	ISS	1-180 days OSS
	Subsequent Offense	1-180 days OSS	
VANDALISM OF STUDENT PROPERTY	First Offense	LOP	5 days ISS
	Subsequent Offense	ISS	5 days OSS
UNAUTHORIZED ENTRY	First Offense	Conference	1-180 days OSS
	Subsequent Offense	1-180 days OSS	Expulsion
VANDALISM OF SCHOOL PROPERTY	First Offense	Restitution	1-180 days OSS
	Subsequent Offense	Restitution/ISS	1-180 days OSS
THREAT / VERBAL ASSAULT	First Offense	Conference	1-180 days OSS
	Subsequent Offense	3 days ISS	1-180 days OSS
BULLYING / CYBERBULLYING	First Offense	Principal Conference	1-180 days OSS
	Subsequent Offense	1-180 days OSS	Expulsion

INFRACTION	ACTION TO BE TAKEN		
	OFFENSE	MINIMUM	MAXIMUM
SEXUAL HARRASSMENT	First Offense	Conference with Principal	10 days OSS/referral for long term Suspension
	Second Offense	ISS	10 days OSS/referral for long term Suspension
FALSE ALARMS	First Offense	Restitution / ISS	1-180 days OSS
	Subsequent Offense	Restitution / ISS	1-180 days OSS
HAZING	First Offense	ISS	1-180 days OSS
	Second Offense	OSS	Expulsion
ASSAULT / FIGHTING	First Offense	3 days OSS	10 days OSS
	Subsequent Offense	5 days OSS	Expulsion
OBSCENE LANGUAGE GESTURES TO STUDENTS	First Offense	LOP	3 days ISS
	Second Offense	3 days ISS	OSS
OBSCENE LANGUAGE GESTURES TO STAFF	First Offense	2 days ISS	5 days OSS
	Second Offense	5 days OSS	10 days OSS
PHYSICAL VIOLENCE TOWARDS STAFF	First Offense	10 days OSS	Expulsion
	Second Offense	Expulsion	Expulsion
POSSESSION / USE OF WEAPON	First Offense	10 days OSS	Expulsion
	Second Offense	Expulsion	Expulsion
STEALING	First Offense	LOP	5 days OSS
	Second Offense	3 days ISS	10 days OSS
AUTOMOBILE / VEHICLE MISUSE / NOT PARKING IN DESIGNATED SPOTS	First Offense	Saturday Detention	Saturday Detention
	Second Offense	ISS	ISS
	Third Offense	Loss of Parking Privileges 30 days	Loss of Parking Privileges 30 days
DRESS CODE VIOLATON	First Offense	Warning	Change of Clothing
	Second Offense	Change of Clothing	OSS
PUBLIC DISPLAY OF AFFECTION	First Offense	Conference	1-180 days OSS
	Subsequent Offense	LOP / Parent Contact	1-180 days OSS
INAPPROPRIATE BEHAVIOR IN ISS	First Offense	Additional ISS days	OSS/Additional ISS days
	Second Offense	OSS / Additional ISS days	5 days OSS/Additional ISS days
MISSING LOP	First Offense	Reschedule of LOP plus additional day of LOP	ISS
	Second Offense	ISS / additional LOP days	3 days ISS/additional LOP days

# **Kirksville High School and Kirksville Area Technical Center**

## **STUDENT ABSENCES AND EXCUSES**

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

### **Definitions**

*Attendance* - A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* - A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Tardy* - A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

*Truancy* - A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

### **Attendance Standards**

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.

### **Unexcused Absences**

1. Out of School Suspension.
2. All other absences and any absence for which required documentation is not provided.
3. School work will be accepted with credit given at the discretion of the school administrators.

### **Pre-arranged Absences**

Students receiving approval for a prearranged absence must obtain

assignments prior to the absence and make arrangements with individual teachers for the completion of class work. Failure to do so can result in not being permitted to make up the class work missed.

### **Consequences for Violations**

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the time frame in which missed work may be completed. Attendance and participation are part of a successful learning experience, so students with more than (9) excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Excused Absences	Grade Reduction	Unexcused Absences	Grade Reduction
10	1%	1	2%
11	2%	2	4%
12	4%	3	8%
13	8%	4	16%
14	16%	5+	25%
15+	25%		

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Penalties are cumulative so that a student with ten (10) excused absences and one (1) unexcused absence would be penalized three (3) percent. Unexcused absences will not count in the excused total, so a student with nine (9) excused absences and one (1) unexcused absence would only receive two (2) percent penalty.

Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the building principal during non-instructional times. The student must notify the building principal that he or she wishes to make up attendance days, and the building principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) absences by attending make-up sessions.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law.

### **Notice and Due Process**

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

### **Request for Assignments**

Students who are absent for two consecutive days may request assignments from teachers by contacting the high school office prior to 9:00 a.m.. Assignments will then be available at 3:15 p.m. on the day they are requested.

### **Driver's Test**

Students must make arrangements with the office to be excused for no longer than two consecutive periods to take a driver's test. Every effort should be made to avoid missing classes when a test is being given or a major assignment is due.

### **Illness During the School Day**

Students who become ill during the school day may check into the health room located in the office. If a student is too ill to remain in school, parents will be contacted and the student dismissed to go home. No aspirin will be dispensed from the nurse. Abuse of health room visits may result in a loss of privileges.

## **GENERAL INFORMATION**

### **Student Dressing / Grooming**

As young adults, KHS students are allowed to make their own decisions regarding styles of dress and grooming. The administration simply requires that students use good taste and avoid clothing or styles that disrupt the education process or create a health hazard. The appearance of our students does much to reflect the kind of school we have.

Recognizing that some students will abuse dress privileges, the following limitations will be enforced. Continued violation of the dress code will result in appropriate discipline consequences.

1. Shorts and skirts should be of a length that is not revealing. Generally, shorts and skirts should extend beyond finger length when standing.
2. Offensive designs, slogans or double meaning statements on clothing should not be worn.
3. Caps, headbands, headgear, bandannas or sunglasses should not be worn in the building.
4. Shoes must be worn. Sandals style shoes are permitted.
5. Tops or pants that expose the mid-section are prohibited. Tube tops should not be worn, even if worn with overalls. If while standing the mid-section is exposed then the shirt is too short.
6. Sleeveless tops are permitted; however, the straps must be at least one inch wide, cover shoulders, be closed in the back and sides and be sufficiently high in the front. This eliminates spaghetti strap tops or dresses and halter tops.
7. Boys' shirts must have sleeves and not be open on the sides.
8. Clothing or jewelry with wording or symbols that promote the use of alcohol, drugs, tobacco or violence are prohibited.
9. Wallet style chains exceeding eight inches in length are prohibited.
10. Leather style jewelry with spikes or any other type of jewelry that could be considered dangerous is prohibited.

Violations will result in students being asked to change and / or sent home. Repeated violations will result in additional disciplinary action. The school reserves the right at any time to amend the above ban list without prior warning to the students.

### **Books and Materials**

Students are responsible for all books and materials issued in classes. Lost or damaged materials must be paid for by student.

### **Lost and Found**

A lost and found area is maintained in the office. Any student finding an article should take it to the office. Also, check with the office secretaries if you have lost an item.

### **P.A. Announcements**

Students should listen closely to the student announcements read over the intercom during 7th period. These announcements will include important information regarding student services, activities, and school procedures. A copy of the daily bulletin is also posted on the bulletin board outside the office.

Students may also be called to the office over the P.A. between class periods. Students should report immediately if they are called.

### **Insurance**

The school district offers a low-cost student accident-injury insurance program. Insurance application forms may be obtained in the office.

### **Telephone Calls**

A telephone is available in the office for student use between classes. Calls should be limited and preferably only for emergency reasons.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

Student activities provide an opportunity for students to engage in special interests in addition to the more formal class activities. Activities help to develop necessary abilities for leadership as well as those necessary for working as part of a group.

Activities also contribute to school loyalty, help establish habits of good citizenship and increase the powers of self-direction.

Following is a list of activities offered at KHS and the assigned faculty sponsor.

### **Athletics / Activities**

Academic Team - Odzinski	Girls Soccer - Meintz
Football - Daniels	Boys Tennis - L. Riley
Boys Basketball - Martin	Girls Tennis - Smith
Girls Basketball - Williams	Volleyball - Quigley
Baseball - Jackson	Track - Hutton
Softball - Jacques	Cheerleading - Jones
Boys Golf - T. Nothdurft	Wrestling Cheerleaders - Smith
Girls Golf - E. Powell	Cross Country - Goodman
Wrestling - K. Powell	Dance Team - Copeland
Boys Soccer - Tovar	

### **Clubs and Organizations**

Masque / Gavel - Clark	Regit - Hensley
Student Senate - J. Nothdurft	Science Club - Keck
FCCLA - Kertz	Skills USA - Bridle
FCCLA Tech Center - Snyder	MOSALPN - Slattery
National Honor Society - Mulford	FBLA - Albertson
Band - Hudson	FFA - Dimmitt
Jazz Band - Harrison	PBL - Albertson
Key Club - Smith	NTHS - Slattery
Future Teachers of America - Fraser, Eitel	Film Club - Best
Foreign Language Club - Goodman	Girls Glee - Murphy
Model UN - Best	Honors Choir - Murphy
FCA - Turnbull	Amnesty - Bane

## **Participation in Activities**

Students who want information about joining activities should contact the sponsor and / or listen for announcements in the daily bulletin. Students are required to be in good attendance standards in order to participate in extra-curricular activities. Students are required to attend the last half of the day of activity and the first 3 periods the day after the activity.

## **Kirksville Public Schools Student Activities Program Citizenship / Activity Code**

### **Principles**

The Board of Education, Administration, and Coaching Staff of Kirksville R-III Schools have high expectations for those who represent our school in extra-curricular activities. Participants in KHS and KMS extra-curricular activities are expected to conduct themselves in a manner that reflects integrity on themselves, their team, school and community. Participation in extra-curricular activities at the Kirksville R-III School District is a privilege and not a right. Parents, guardians and participants should understand that this code does not contain a complete list of what might be considered inappropriate behavior as a KHS or KMS participant. Students who represent the school in extra-curricular activities must be credible citizens and judged so by the building principal certifying a list of students for participation. Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered credible citizens. Participants in the extra-curricular programs at KHS and KMS are expected to demonstrate excellent conduct in the classroom, community and field of competition. Anything less is unacceptable.

### **Procedures**

It is the school's responsibility to guide students in their decision making related to conduct and academic performance. Students who violate expected standards may be subject to suspension or removal from participating in the extra-curricular activities program and may be prevented from receiving awards or participating in public recognition regarding extra-curricular activity participation. When a violation of the expectations occurs, the following stages are defined and specific responsibilities identified.

- 1. Awareness / Investigation Stage:** When a violation is suspected and the student's citizenship has been called into question, the district will investigate and discuss the situation with the parent. The investigation may include, but is not limited to conferences with students, teachers, parents, law enforcement officials, and the student suspected of violating the code.
- 2. Notification Stage:** After a decision has been made regarding a violation of district standards, a meeting will be held to inform the student of the decision. Parents / guardians will be notified in cases involving restrictions from participation. If a student has been charged with a misdemeanor or felony, the student will not be allowed to represent the school in extra-curricular activities pending the legal outcome of the case.
- 3. Appeals:** Students desiring further review may initiate the grievance procedure presented in School Board Policy JFH if applicable.

## **Guidelines For Enforcement**

All *extra-curricular* activities sponsored by the Kirksville Public Schools shall be subject to the guidelines of this code. It is recognized, however, that the wide variety of activities offered will require flexible application by sponsors while insuring the intent of the stated principles and procedures.

Sponsors are expected to develop standards that are appropriate for their activity and the nature of the students involved. The standards that are established by each sponsor shall follow exactly the Principles and Procedures sections of this code. Items in this Guidelines section of the code shall be addressed as appropriate by each individual sponsor. Sponsors will determine the following guidelines:

1. **Attendance and Participation:** In order to justify offering an activity, regular student participation and attendance is expected at meetings, practices, contests, etc. All sponsors shall establish appropriate expectations for student participation and attendance in their specific activity.
2. **Time Frame for Code Enforcement:** This code of conduct is in effect for the entire career of the participant and applies throughout the calendar year regardless of whether the participant is in season or out of season. Restrictions from activities will be carried over from one (1) season / activity to the next season / activity the student participates in. The restrictions can also carry over to the next school year.
3. **Award Standards:** Each individual activity may provide appropriate recognition to students who participate. Recognition is generally in the form of letters, certificates, medals, etc. To qualify for recognition, students are expected to be fully participating members in the activity during the entire time the activity is conducted and to finish all activities in good standing. Students who violate this code after certain awards have been earned may be restricted from public recognition (i.e. awards assemblies, all-conference / all-district / all-state honors).
4. **Transportation To and From Events:** Students are expected to utilize school transportation to and from events. Parents / guardians desiring an exception to be made from this requirement must sign a dated permission document. Because of liability restrictions, parents may transport their children only.
5. **Academic Standards:** In addition to being credible school citizens, students are expected to make appropriate academic progress toward graduation in order to participate. A minimal academic standard shall apply to all extra-curricular activities: however, sponsors may establish additional standards that are appropriate for their specific activity. Certain activities defined as co-curricular by the administration shall not be subject to these minimal standards.
  - a. The minimal standard for all extra-curricular activities shall be in accordance with MSHSAA By-Laws.
6. **Specific Behavioral Infractions and Penalties:** The following chart illustrates the types of disciplinary action that may be taken for specific infractions. Please keep in mind the following behavior chart does not contain a complete list of what might be considered as inappropriate

behavior at the Kirksville R-III Schools. In each listed case a minimum and maximum action is listed, as well as action for the first occurrence and repeated occurrences. No student should expect to automatically receive either the minimum or maximum disciplinary action. This will be determined on an individual basis in each school building based on variables, such as but not limited to, age of the student, past record of behavior, attitude, severity of infraction, and the severity of the problem as it exists in the school. Administrators and sponsors must exercise professional judgment in these decisions. The following definitions shall apply:

- a. **Suspension from contests / activities:** Students are allowed to continue as a participating member, but are restricted from participating in contests and activities for said period of time.
- b. **Suspension from membership:** Students are restricted from being a participating member, which includes practices, meetings, and all contests and activities. This restriction shall include all extra-curricular activities unless otherwise indicated.

### **Behavior Infractions Chart**

1. Possession or use of alcohol / illegal drugs
  - a. First Offense
    - I. Minimum - Suspension from contests / activities for 10 days to include at least 2 contests / activities. Appropriate counseling.
    - II. Maximum - Suspension from membership for up to 3 months. Appropriate counseling.
  - b. Repeated Offenses
    - I. Minimum - Suspension from membership for 6 months. Appropriate counseling.
    - II. Maximum - Permanent suspension from membership.
2. Use of Tobacco
  - a. First Offense
    - I. Minimum - Warning and sponsor action.
    - II. Maximum - Suspension from one contest / activity.
  - b. Repeated Offenses
    - I. Minimum - Suspension from membership for 3 months.
    - II. Maximum - Suspension from membership for up to 12 months.
3. Vandalism / Destruction of Property
  - a. First Offense
    - I. Minimum - Restitution as appropriate and sponsor action.
    - II. Maximum - Restitution as appropriate and suspension from contests / activities and / or membership depending on severity.
  - b. Repeated Offenses
    - I. Minimum - Suspension from membership for 6 months.
    - II. Maximum - Permanent suspension from membership.
4. Disrespect / Insubordination / Misconduct
  - a. First Offense
    - I. Minimum - Warning and sponsor action.
    - II. Maximum - Suspension from contests / activities and / or membership depending on severity.
  - b. Repeated Offenses
    - I. Minimum - Suspension from membership for 3 months.
    - II. Maximum - Permanent suspension from membership.

5. Unsportsmanlike Conduct / Removal From Contest
  - a. First Offense
    - I. Minimum - Suspension from 1 contest / activity and sponsor action.
    - II. Maximum - Suspension from 2 contests / activities and sponsor action.
  - b. Repeated Offenses
    - I. Minimum - Suspension from 2 contests / activities.
    - II. Maximum - Permanent suspension from membership in specific program and / or all activities.
6. Theft / Receipt of Stolen Property
  - a. First Offense
    - I. Minimum - Suspension from contests / activities for 10 days to include at least 2 contests/activities. Restitution as appropriate.
    - II. Maximum - Suspension from membership for 6 months. Restitution as appropriate.
  - b. Repeated Offenses
    - I. Minimum - Suspension from membership for 6 months.
    - II. Maximum - Permanent suspension from membership.
7. Unexcused Absences / Truancy
  - a. First Offense
    - I. Minimum - Sponsor action.
    - II. Maximum - Suspension from 1 contest / activity and sponsor action.
  - b. Repeated Offenses
    - I. Minimum - Suspension from 1 contest / activity and sponsor action.
    - II. Maximum - Suspension from membership for up to 3 months.

### **Student Senate**

Student Senate provides an opportunity for students to participate in a representative, democratically functioning form of government. Student Senate operates to promote student morale, school spirit, and the general welfare of the student body. It also serves as the official body for the expression of student opinion.

### **National Honor Society**

Sophomores, Juniors and Seniors who have earned a 3.5 or above cumulative GPA are invited to pursue membership in the National Honor Society. Students who qualify are required to complete and submit an information packet that documents evidence of leadership, service and character. A faculty committee evaluates and selects for membership students who have met the criteria. Detailed information and deadlines are available from the NHS sponsor.

### **Technical Center Awards Program**

The faculty of the Technical Center feels recognition of student achievement is a very important part of the career technical education experience. Awards are given throughout the year for accomplishments in such areas as the following:

- 1. National Technical Honor Society.** Membership is earned based upon nationally established criteria for scholarship, attendance, service and instructor nomination.
- 2. Accomplishments in Career & Technical Organizations.** Students have the opportunity to test their skills against their peers in district, state, national, and international competitions in Skills USA, FFA, FBLA, PBL, and FCCLA. The opportunity to travel to many different cities is available as well.
- 3. Attendance Award.** Students that meet high attendance standards will be given awards each semester.
- 4. Rotary Top Tech.** Each year the Kirksville 1000 Hills Rotary Club recognizes two top Tech Center students and awards a cash scholarship.

Opportunities for student recognition are constantly evolving and being developed by the Technical Center's Awards Committee.

### **Traditional School Events**

Kirksville Senior High has a rich tradition of school sponsored activities which include dances, spirit activities, king and queen coronations, and a variety of club sponsored competitions. Details of activities will be shared with students during the school year.

### **Sportsmanship**

Activities are an important aspect of the total education process in our school. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to increase student / community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

The North Central Missouri Conference had adopted the following guidelines for spectator conduct:

1. Consider the athletic opposition and officials as guests and treat them as such.
2. Respect the rights of students and spectators from the opposing schools.
3. Respect the authority and judgment of the coach.
4. Respect the property of the school and the authority of school officials.
5. Commend or cheer good plays by either team.
6. Cheer an injured player when he / she is removed from the game.
7. Support the cheerleaders.
8. Accept official decision as final. No booing.
9. Show self control at all times during and after the game.
10. Consider it a privilege and duty to encourage everyone (players and spectators alike) to live up to the spirit of the rules and of fair play and sportsmanship.

### **School Sponsored Dances**

Dances are sponsored for KHS students during the school year. Dances are open to all enrolled members of the high school and their registered guests. The following regulations apply to all school sponsored dances:

1. Students must fill out privilege form and obtain permission from administration 3 weeks in advance of dance date. Students must obtain permission in order to purchase a dance ticket.
2. Students are required to be in good attendance standards in order to attend school sponsored dances. Students with 5 or more unexcused absences per quarter will not be allowed to attend a school sponsored dance. Students with 10 or more tardies per semester will not be allowed to attend a school sponsored dance.
3. Any student with 5 or more office referrals in a semester will not be allowed to attend school sponsored dances.
4. Students who fail 2 or more classes in a quarter will not be allowed to attend school sponsored dances the following quarter.
5. Students who have received multiple days of ISS or OSS in a semester will not be allowed to attend school sponsored dances during that semester.
6. Students must be currently enrolled at KHS at the time of the dance. Students who are enrolled in GED classes will not be allowed to attend school sponsored dances.
7. Guest must be registered in the office 3 weeks prior to the day of the dance.
8. Guests must be ninth grade or above to be eligible to attend high school dances.
9. Guest must be a high school graduate or currently enrolled in a high school.
10. Guest 21 or older will be at the discretion of KHS administrators.
11. Guest are subject to the rules and regulations of KHS.
12. Once a student leaves a dance they may not return unless they have received the approval of an administrator.

## COURSE OFFERINGS

### Communication Arts

	Credits	Grades	<u>Prerequisite Required</u>
English I	1.00	9	
English II	1.00	10	
English III	1.00	11	
Pre-AP English*	1.00	11	X
Concepts of English IV	1.00	12	
English IV	1.00	12	X
College Preparatory English*	1.00	12	X
AP English Lit/Comp*	1.00	12	X
Journalism I-Paw Print Newspaper	1.00	11-12	X Application required
Journalism II-Paw Print Newspaper	1.00	12	X
Journalism I-Regit Yearbook	1.00	11-12	X Application required
Journalism II-Regit Yearbook	1.00	12	X

### Fine Arts

Art I	1.00	9-12	
Art II, III, IV	1.00	10-12	X
Art Cultures	.50	11-12	
Crafts	.50	9-12	

### Fine Arts - Drama

Speech	.50	9-10	
Drama I	.50	9-12	
Drama II	1.00	10-12	X Application
Drama III	1.00	11-12	
Drama IV	1.00	11-12	
Costume Construction I & II	.50	9-12	X Application

### Fine Arts - Music

Band	.50/1.00	9-12	
Jazz Band	1.00	9-12	
Mixed Chorus	.50/1.00	9-12	
Concert Choir	1.00	9-12	Audition

### Foreign Languages

Spanish I	1.00	9-12	
Spanish II	1.00	10-12	X
Spanish III*	1.00	11-12	X
Spanish IV*	1.00	12	X
French I	1.00	9-12	
French II	1.00	10-12	X
French III*	1.00	11-12	X
French IV*	1.00	12	X

### Health and Physical Education

PE 9	.50	9	
Health	.50	9	
PE 10	.50	10	PE 10
Weights I	.50	9-10	Tryout in the summer
Lifetime Fitness I	.50	9-10	
Weights II	.50	10-12	PE 9, PE 10, or Weights I
Advanced PE	.50	10-12	PE 9, PE 10, or Weights I
Lifetime Fitness II	.50	10-12	PE 9, PE 10, or Lifetime Fitness I
Girls Lifetime Fitness	.50	10-12	PE 9, PE 10, or Lifetime Fitness I

\*weighted courses

**Mathematics**

Applied Math I	1.00	9-12	
Applied Math II	1.00	9-12	X
Algebra I	1.00	9-12	
Concepts of Algebra II	1.00	10-12	X
Algebra II*	1.00	9-12	X
Concepts of Geometry	1.00	10-12	X
Geometry*	1.00	11-12	X
Concepts of Trigonometry	.50	11-12	X
Concepts of Probability & Statistics	.50	11-12	X
Math Analysis* (Dual Credit)	1.00	11-12	X
Calculus*	1.00	11-12	X
AP Calculus AB* (Dual Credit)	1.00	11-12	X

**Miscellaneous**

Study Hall	None	9-12	
Mentoring I	.50	11-12	
Mentoring II	.50	12	X
College Class	.50	11-12	

**Practical Arts - Agricultural Education (Technical Education)**

Ag Science I	1.00	9-12	
Ag Science II	1.00	10-12	Ag Science I
Agribusiness Sales, Marketing, Management	.50	11-12	Ag Science I & II
Agricultural Communication and Leadership	.50	11-12	Ag Science I & II
Agriculture Construction I	.50	11-12	Ag Science I & II
Agriculture Construction II	.50	11-12	Ag Science I, II & Ag Const. I
Conservation of Natural Resources	.50	11-12	Ag Science I & II
Greenhouse Management I	.50	11-12	Ag Science I & II
Greenhouse Management II	.50	11-12	Ag Science I, II & Greenhouse Management I
Food Science & Technology I	.50	11-12	Ag Science I & II
Agriculture Structures I	.50	11-12	Ag Science I & II
Agriculture Structures II	.50	11-12	Ag Science I, II & Agriculture Structures I
Animal Science I	.50	11-12	Ag Science I & II
Animal Science II	.50	11-12	Ag Science I, II & Animal Science I
Supervised Agricultural Experience Co-op	1.00 or 2.00	11-12	Ag Science I & II

**Practical Arts - Automotive Technology (Technical Education)**

Automotive Collision Repair I	3.00	11-12	
Automotive Collision Repair II	3.00	12	Automotive Collision Repair I
Automotive Mechanics I	3.00	11-12	
Automotive Mechanics II	3.00	12	Automotive Mechanics I

**Practical Arts - Business Education (Technical Education)**

Computer Literacy	.50	10	
Digital Imaging & Photography I	.50	10-12	
Digital Imaging & Photography II	.50	10-12	X
Web Page Design	1.00	10-12	X
Entrepreneurship	.50	11-12	
Sports & Entertainment Marketing	.50	11-12	
Leadership in the Workplace	.50	11-12	
Computer Concepts	.50	11-12	

\*weighted courses

**Practical Arts - Business Education (Technical Education) (Continued)**

Computer Application I Word Processing	.50	11-12	
Computer Application II - Spreadsheets &	.50	11-12	
Desktop Publishing			
Personal Finance	.50	11-12	
Financial Services	.50	11-12	
Multimedia	.50	11-12	
Business Communications I	.50	10-12	
Business Communications II	.50	10-12	X
Business Management	.50	11-12	
Business Technology I	.50	11-12	X
Business Technology II	.50	11-12	X
Business Law	.50	11-12	
Accounting	.50	11-12	
Personal Finance	.50	11-12	
Microsoft Access	.50	11-12	
Business Marketing	1.00	10-12	
Supervised Business Experience	.50 to 2.00	11-12	X
Computer Repair	.50	11-12	

**Practical Arts - Child Care / Childhood Careers (Technical Education)**

Child Care I	3.00	11-12	
Child Care II	3.00	12	Child Care I

**Practical Arts - Construction Trades Technology (Technical Education)**

Construction Trades I	3.00	11-12	
Construction Trades II	3.00	12	Construction Trades I

**Practical Arts - Digital Design and Graphics (Technical Education)**

Graphic Communications I	1.00	11-12	X
Digital Design I	1.00	11-12	X
Screen Printing I	1.00	11-12	X
Graphic Communications II	1.00	12	X
Digital Design II	1.00	12	X
Screen Printing II	1.00	12	X

**Practical Arts - Family and Consumer Sciences**

Foods and Nutrition	.50	9-12	
Housing & Interiors	.50	9-12	
Relationships	.50	11-12	
Child Development	.50	10-12	
Fashion	.50	9-12	
Personal Finance	.50	11-12	

**Practical Arts - Health Careers (Technical Education)**

Medical Terminology	.50	11-12	
Health Services	3.00	11-12	
Emergency Medical Technician	3.00	12	X

\*weighted courses

**Science**

	<u>Credits</u>	<u>Grades</u>	<u>Prerequisite Required</u>
Physics First	1.00	9	
Physical Science	1.00	9	
Survey of Life Science	1.00	10	X
Biology	1.00	10	
Environmental Science	.50	10-12	
Earth Science	.50	10-12	
Principles of Technology I	1.00	10-12	X
Principles of Technology II	1.00	11-12	X
Physiology & Anatomy* (Dual Credit)	1.00	11-12	X
Chemistry	1.00	11-12	X
Physics*	1.00	11-12	X
AP Chemistry*	1.00	11-12	X
AP Physics*	1.00	11-12	X

**Social Studies**

Civics / Economics	1.00	9	
World History	1.00	10	
American History	1.00	11	
Law and You	.50	9-12	
Geography	.50	9	
Psychology	.50	11-12	
Sociology	.50	11-12	
Abnormal Psychology	.50	11-12	
History vs Hollywood	.50	11-12	
Modern American Music History	.50	10-12	
AP United States History*	1.00	11-12	
American War Experience	.50	11-12	
Asian Cultures	.50	10-12	

\*weighted courses

## **Surrogate Parent**

When the district becomes aware that a student's parents are unknown, unavailable or the student is a ward of the state, the State Board of Education is required to appoint a surrogate parent to participate in matters dealing with the provision of special education. The following procedures will be undertaken to ensure that this procedure is carried out.

A. This district will investigate reports received from any person alleging that the student is without a parent or that the person acting as the parent is an employee of the state and as a representative of the state is serving as the student's parent. The district will ascertain who is legally responsible for the care and custody of the student.

B. The district will complete a "Determination of Need for Surrogate Parent Appointment" form for the student and submit the completed form to the Department of Elementary and Secondary Education, Section of Special Services. A copy of this form will be retained in the student's file.

C. The person responsible for the administration of the district's special education program is designated as the surrogate parent contact and will be responsible for overseeing the surrogate parent program for the district.

D. Information will be disseminated by the district in school newsletter, through public announcement (i.e. annual newspaper notice), or through patron notification regarding the surrogate parent program and the need for volunteers. Resulting names / addresses will be forwarded to the Department of Elementary and Secondary Education, Section of Special Services. Documentation will be dated, and copies of the announcement and/or the list of volunteers forwarded to the Department of Elementary and Secondary Education by the district's surrogate parent contact person.

E. The district surrogate parent contact person will work with the Department of Elementary and Secondary Education to coordinate and plan surrogate parent training. A training site will be provided as well as additional personnel as needed.

F. Any changes or problems in a particular surrogate parent appointment process will be submitted in writing to the Department of Elementary and Secondary Education, Section of Special Services.

G. The district surrogate parent contact person will maintain annual evaluation information regarding any surrogate parents appointed to the district's students. Documentation may include written comments or documentation of contacts with appointment surrogate parents and will include, at a minimum, completion of the "LEA Surrogate Parent Evaluation" but each participating surrogate parent.

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Kirksville R-III School District assures that it will provide 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 / intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment / blindness and young child with a developmental delay.

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

The Kirksville R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and / or reviewed by their parents / guardians. Parents / guardians may request an amendment to the educational record if the parent / guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the US. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Kirksville R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed anytime from 8:00 am to 4:00 pm at the Special Education Office.

This notice will be provided in native languages as appropriate.

## **KIRKSVILLE R-III NONDISCRIMINATION NOTICE**

### **Title IX, ADA, Section 504 and Title VI**

The Kirksville R-III School District does not discriminate on the basis of sex, race, creed, color, national origin or disability:

- In the recruitment, selection, treatment, or promotion of employees;
- In the admission and participation of students in the educational program or activities;
- In vocational opportunities; or
- In the treatment, counseling, and placement of students

For further information concerning title IX, ADA, Section 504 and Title VI, please contact:

Assistant Superintendent for Business Affairs  
Kirksville R-III School District  
1209 South First  
Kirksville, MO 63501  
(660) 665-7774

## **RESOLUTION OF DISCRIMINATION COMPLAINTS**

### **A. Delineation of the Grievance Procedure**

1. It is desirable that problems and complaints of alleged discrimination on the basis of sex and disabling conditions brought by students, district employees, parents / guardians and other members of the community or applicants for employment be resolved in an informal manner at the earliest possible time, and at the most immediate level in the school district organization.
2. Nothing contained herein shall be construed as limiting the right of any individual having a grievance to discuss the matter informally with any appropriate member of the administration and have the grievance adjusted without recourse to this procedure. Nothing contained herein will be construed as limiting the right of any individual having a grievance to initiate informal and formal procedures concurrently.
3. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state law, or in school district policies, rules and regulations. When a person or persons wish to register a complaint to the next level of authority under which an alleged discrimination has occurred, the following grievance shall be implemented.

### **B. Definitions**

1. Grievance - A grievance shall mean the filing of a complaint with the responsible district official that there has been an alleged act of discrimination, as governed by Title IX, Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act, in the educational program or activities, including employment therein and admission thereto, which has not been eliminated at the point at which discrimination was noted after going through the immediate channel of communication and authority.
2. Grievant / Complainant - An individual who brings either a formal or informal complaint of alleged discrimination governed by the Title IX, Section 504 or the Americans With Disabilities Act.

### **C. Procedures for Processing Grievances of Alleged Discrimination Pertaining to Sex or Disability in Education Programs and Activities.**

Level I - A complaint first shall be presented orally and informally to the person or persons immediately involved. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the immediate supervisor of the person or persons involved, and / or the building administrator. This written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the supervisor or building administrator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the supervisor will inform the Superintendent of the formal complaint and the disposition.

Level II - Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the district's Title IX/Section 504/ADA compliance coordinator by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The complainant, with supporting evidence and reasons.

In addition, the grievance officer will inform the Superintendent of the appeal and the disposition.

Level III - If resolution is not reached in Level II, the grievance may be referred by either party within five (5) working days to the Superintendent. At that time a written appeals package consisting of the complainant's grievance and the compliance coordinator's decision shall be reviewed by the Superintendent. Within five (5) working days after receiving the referral, the Superintendent shall state his or her decision and reply in writing to both parties.

Level IV - If resolution is not reached in Level III, a similar written appeals package shall be directed through the Superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The decision as to whether the hearing will be open or closed to the public will be made in accordance with applicable laws. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

D. Procedures for Processing Grievance of Alleged Discrimination Pertaining to Sex or Disability Related to Employment

1. If a grievance concerns a matter within the scope of an established staff complaint and grievance procedure the employee shall use that procedure to resolve the grievance in lieu of this regulation.
2. If a grievance does not concern a matter within the scope of an existing personal grievance procedure, and is an alleged violation of Title IX, Section 504 or ADA related to employment, it shall be resolved according to the procedures established in Part C of this regulation.

E. General Provisions of the Grievance Procedure

1. No reprisals of any kind will be taken by the Board of Education or by any member of the administration against any party in interest or any participant in the grievance procedure by reason of such participation.
2. The filing or pendency of any grievance under this procedure shall in no way impede, delay, or interfere with the right of the Board to take any action complained thereof, subject to the final decision.
3. Failure at any step of this procedure to communicate decisions at the several levels and in the manner required at the respective level shall permit the grievance to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed an acceptance of the decision rendered at that level, and this procedure shall terminate for the given grievance.
4. All documents, communications and records pertaining to the grievance procedure shall be filed separately from the personnel files of participants.

Adopted: August 17, 1992

### **STUDENT COMPLAINTS AND GRIEVANCES**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students believe to be unjust or in pertinent policies of the Board or individual school rules, may be appealed to the Technical Center Director or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- \* The Technical Center Director or designated representative shall schedule a conference with the student and any staff members involved to attempt to resolve the problem.
- \* If the problem is not resolved to the satisfaction of the student, a request may be submitted for a conference with the superintendent of schools. The Superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- \* If the student is not satisfied with the action of the Superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

For more information regarding the following board policies, please refer to the district website at [www.kirksville.k12.mo.us](http://www.kirksville.k12.mo.us)  
Click on [District Info](#) ... click on [School Board](#)... click on [School Board Policy](#) or click on [Student / Parent Notification Handbook](#).

**Contact any school office or the Board of Education Building for a hard copy of the Student / Parent Notification Handbook.**

District Discipline - Policy JG

Dress Code - Policy JFCA

Family Education Rights and Privacy Act (FERPA) - Policy JO

Protection of Pupil Rights Amendment - (PPRA) - JHDA

Interrogation Interviews and Searches - Policy JFG

Use of Technology - Policy EHB

Assessment - Policy IL

District Accountability Report Cards - Procedure KB-AP

Parents Right to Inspect Materials Used in Sexuality Instruction - Policy IGAEB

Program for Homeless Students - Policy IGBCA

Weapons Possession - Policy CFCJ and ECA

Discrimination - Policy AC

Personnel Records - Policy GBL

Sexual Harassment - Policy AC

Electronic Communication Devices and Audio / Visual Recording Equipment - Policy KKB

Procedure - EBH-AP

Hazardous Materials / Asbestos - Policy EBAB

Surveying, Analyzing and Evaluating Students - Policy JHDA

Student Transportation - Policy EEA

## Emergency Drills

In the event of an emergency, students and teachers must be prepared for a quick and efficient exit of the building. In the event of a **fire emergency**, the fire alarms will ring continuously. Everyone should leave the building through specified exits as to exit routes posted. Windows will be closed. Lights are to be turned off and doors closed as rooms are evacuated. Classes should stay together and the teacher will take roll after evacuation. Classes should remain a safe distance from the building until the all clear sign is given over the intercom or by messenger.

In the event of a **severe weather / tornado emergency**, notification will be made by the continuous long blasts of an air horn or an announcement over the intercom system. At this signal, all should prepare and immediately go to the assigned locations. Move to the inside wall as posted farthest away from any openings. An all clear signal will be announced over the intercom or by messenger.

In the event of an **earthquake or explosion emergency**, the warning signal will be announced through the intercom or 2 short blasts of an air horn. The primary concerns will be to: prevent panic, take cover away from electrical wiring, and evacuate the building when notice is given through the intercom or by messenger.

In the event of a **lockdown emergency**, notification will be made over the intercom system. All students and staff should be secured in classrooms or offices with the doors locked to those rooms. An all clear signal will be announced over the intercom or by messenger.

**Signs are posted in hallways, offices, and classrooms showing the appropriate directions for all emergency procedures.**

# Earthquake Safety For Missouri's Schools



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

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

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



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

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the his-

tory of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 -10% probability.

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

### ***Prepare a Home Earthquake Plan***

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.



### ***Eliminate Hazards***

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

### ***Prepare a Disaster Supplies Kit for Home and Car***

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.

- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

**Know What to Do When the Shaking BEGINS**

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

**Know What to Do AFTER the Shaking Stops**

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

*The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_241_,00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455.*



**Kirksville High School / Kirksville Area  
Technical Center  
Handbook Acknowledgement Form  
2011 - 2012**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read and understand the handbook and my responsibilities to follow all the disciplinary rules and regulations of the Kirksville R-III School District as referenced in the handbook and in board policies.

I have also received a copy of the 2011 - 2012 handbook, which includes a copy of the technology usage policies and understand that it is my responsibility to read, know and abide by the rules in it.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

I have received and read the 2011 - 2012 Kirksville High School / Kirksville Technical Center Handbook and technology usage policies and have discussed it with my child.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
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**KIRKSVILLE  
HIGH SCHOOL  
&**



**AREA  
TECHNICAL  
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**Student Planner  
2011 - 2012**

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# DECEMBER 2011

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# JANUARY 2012

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# JANUARY 2012

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