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CREST RIDGE R-VII PUBLIC SCHOOL MISSION / GOALS

District Mission Statement:

Developing Self-directed Learners

District Goals and Objectives:

The Board of Education believes these outcomes can be achieved with the full cooperation and support of the community. Therefore, it is essential that close relationships exist with all agencies of the community, especially the home.

- a. Ensure that positions are staffed with “highly qualified teacher.
- b. Develop a system to plan and monitor the use of technology by students and staff.
- c. Students will score at or above proficiency on standardize test.
- d. Develop guidelines for monitoring and planning the district’s needs.

**PHILOSOPHY OF CREST RIDGE
PUBLIC SCHOOLS**
(District Policy - 0200)

In carrying out its responsibilities, the board of education is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions the Board will attempt in every case to act in the best interests of its students. (Policy 0200)

NON-DISCRIMINATION STATEMENT

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admissions and employment, and all professional organizations holding professional agreements with the Crest Ridge R-VII School District are hereby notified, the Crest Ridge R-VII School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools
660-656-3316
92 NW 58 Hwy. Centerview, MO. 64019
(Policy 2100)

PROCEDURES FOR MIGRATORY SERVICES

The Crest Ridge R-VII Public School District assesses the educational and related health and social needs of the migrant student(s) and gives full access to all programs ordinarily provided all other children to meet their needs, including Title I, Special Education, Vocational Education, English for speakers of other languages, counseling programs, elective classes, and fine arts classes. (policy 2270)

Homeless Students

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. (policy 2260)

PUBLIC NOTICE

Ret. 162.675 (2) (3) RSMO, and Individuals with Disabilities Education Act (IDEA), and the General Education Provision Act (GEPA).
This notice may be provided in alternative language formats.

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (21), regardless of the child's disability. The District will refer infants and toddlers suspected of having a disability to Part C early intervention system (First Steps). Disabilities

include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (21) who reside in the District or whose parent/legal guardian resides in the District, including those in private and/or home school. This Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent's name and address, birth date and age of the child, the child's disability and services being provided to the child. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

The Johnson County R-VII Public Schools do not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. (Policy 2110)

DIRECTORY INFORMATION

To promote students and school programs, the Crest Ridge School District provides student data commonly known as "directory information." Directory information may include such items as names, addresses, and telephone numbers. Generally this information is not considered harmful or an invasion of privacy if disclosed. Other directory information may include height, weight, and grade-level, and is often used in athletic rosters, yearbooks, and other school programs. The student directory information may be released to colleges, universities, technical schools, and/or military recruiters. If you do not want Crest Ridge Schools to disclose any directory

information from your child's education records, you must notify the District in writing.

POLICY STATEMENT:

It is the policy of the Crest Ridge R-VII Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap, whether a permanent resident or highly mobile, such as migrant or the homeless.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA), and even though they may be advancing from grade to grade.

Due process rights of handicapped students and their parents under Section 504 will be enforced. The Crest Ridge R-VII Director of Special Education is the coordinator of Section 504 activities at 92 NW 58 Highway, Centerview, Missouri. The following person has been designated to handle inquiries regarding the nondiscrimination policies: (660) 656-3316. (Policy 2110)

VIDEOTAPE/PHOTOGRAPH

The Crest Ridge R-VII School District is involved with many innovative programs, and at times we share our innovations/activities/programs with other professionals. As a part of the sharing process, we may elect to videotape or take photographs of students engaged in a particular learning activity. These videotapes/photographs would be used for educational purposes only as we share our program with other professionals, students, or civic groups. If you wish your student not to be included, please notify the District in writing within ten business days upon receipt of this book.

SCHOOL ADMINISTRATION

The school office is open on all regular school days from 7:30 a.m. – 3:45 p.m. (Summer office hours are from 8:00 a.m. to 12 p.m. and from 1:00 p.m. to 3:00 p.m.). All business transacted in the office should be done in a quiet, efficient, and courteous manner. All visitors should report to the office upon entering the building and secure a visitor's pass.

SCHOOL HISTORY

At the beginning of the 20th century, there were a number of one and two room schools dotting the countryside that would later be known as the Farmers R-II School District and the Centerview R-V School District. Both of these school districts operated programs for grades one through twelve. In the late forties, the boards of both school districts began considering the feasibility of reorganizing into one school district. In the early fifties, the two school districts discontinued the operation of high school

programs and operated only elementary schools for students in grades one through eight. Secondary school students were transported to area high schools.

In the late seventies, the boards of education of both school districts began discussion of the improvement of their educational programs. The Chilhowee R-IV School District was included in this discussion, but in the end, chose not to participate in a reorganization plan. Following discussion between the Farmers and Centerview boards, a request was submitted to the Johnson County Board of Education to prepare a plan of reorganization and to submit that plan to the State Board of Education for their review. The Johnson County Board of Education had two options: either drop the plan or place a reorganization proposal on a ballot to be voted on by the patrons of the two school districts. At the urging of the Farmers and Centerview Boards of Education, a proposal was placed on the February 1979 ballot and approved. Thus was formed the Johnson County R-VII School District. Shortly after reorganization, voters approved bonds and the Crest Ridge High School was constructed on a 72-acre site located at the intersection of Highways 50 and 58.

The Community

The Crest Ridge R-VII School District encompasses 140 square miles in North Central Johnson County, Missouri. The school district includes residents from the small towns of Centerview, Columbus, and Fayetteville. The school district is predominately a rural area supported by agriculture and a few small businesses. The school district operates one elementary school, one middle school, and one high school.

EMERGENCY SCHOOL CLOSING

Information announcing the closing of school due to inclement weather (snow, icy roads) or any other emergency will be broadcast on local TV stations – 4, 5, 9, and 41. Further local radio stations KKKX (105.7 FM), KMZU (100.7 FM), KOKO (1450 AM and 98.5 FM). The school district does send out cougar alerts on phone text plus school reach. It is the student's/parents responsibility to listen for this information at such times that conditions make it appear that school may be closed.

REGISTRATION AND ENROLLMENT

A pre-registration will be held in the spring for the following year. Information gained in this way will be used to organize the schedule of classes for the following year. All who are planning to be enrolled for the next year should indicate at this time the courses and activities, including the branches of music, athletics, etc. for which they desire to be enrolled.

A student requesting enrollment after 3 days of a semester will not be admitted for credit unless they are transferring from another school. Special situations may occur, and request for admission on an audit basis will be considered.

Final enrollment and other necessary procedures related to the opening of school will be conducted during August. The dates on which the various classes will register in the fall are announced during the first part of August.

CALENDAR DATES

(Subject to change)

Aug. 17-22	Teacher In-Service/Workdays
Aug. 23	Student's first day
Sept. 5	Labor Day Holiday
Sept. 19	No School / Prof. Development
Oct. 14	1:00 Dismissal / Workday
Oct. 20	1:00 Dismissal / PT Conference
Oct. 21	No School
Nov. 23-25	Thanksgiving Vacation
Dec. 9	1:00 Dismissal / Prof. Development
Dec. 22	End of 1 st Semester/ Early Release
Dec. 23-Jan.2	Winter Vacation
Jan. 3	No School / Teacher Workday
Jan. 4	Classes Resume
Jan. 16	No School / Martin Luther King, Jr.
Feb. 20	No School / President's Day
March 9	1:00 Dismissal / Prof. Development
April 4	Early Release / Spring Break
April 5-9	No School/Spring Break
May 4	Early Release / Work Day
May 17	Last Day / Early Release
May 18	Teacher Workday

1st Semester: Aug. 23, 2011 - Dec. 22, 2011

2nd Semester: Jan. 4, 2012 - May 17, 2012

GRADING PERIODS

Mid-Quarter (1 st):	Sept. 16, 2011
1 st Quarter Ends:	Oct. 14, 2011
Mid-Quarter (2 nd):	Nov. 18, 2011
2 nd Quarter Ends:	Dec. 22, 2011
Mid-Quarter (3 rd):	Feb. 3, 2012
3 rd Quarter Ends:	March 9, 2012
Mid-Quarter (4 th):	April 13, 2012
4 th Quarter Ends:	May 17, 2012

SCHEDULE OF SCHOOL TIME

1 st	8:10 – 9:00
2 nd	9:04 – 9:54
3 rd	9:58 – 10:48
4 th	10:52 – 12:08
Advisory	12:12 – 12:26
5 th	12:32 – 1:22
6 th	1:26 – 2:16
7 th	2:20 - 3:10

3:30 p.m. Building should be cleared except for supervised activities.

Lunch Shifts

Lunch A	10:52 – 11:12
Lunch B	11:20 – 11:40
Lunch C	11:48 – 12:08

VALUABLES IN SCHOOL / CLASS

Valuables either should be locked in your locker / gym locker or turned in to your teacher for safekeeping. Students should not bring items of extreme value or large sums of money to school due to the risk of theft.

FIRST DAY SUPPLIES

Supplies for the first week of school should consist of notebook paper, pen, and pencil. Teachers will advise students of additional supplies if they are needed. Middle school students can purchase supplies from provided lists at area stores.

TEXTBOOK POLICY

Textbook prices have risen dramatically in recent years. In order to maximize the school's purchasing power, we strongly encourage students to take care of the texts issued to them. Students will be responsible for lost or damaged textbooks. Restitution needs to be completed prior to issuance of grade cards. Students are encouraged to inspect their books as they are issued and report any major damage to the teacher immediately so that it will be noted. Do not wait until the end of the year.

SCHOOL LUNCHES/BREAKFAST

Each student is offered a school breakfast and lunch daily. Students are issued student identification cards (ID cards), which will serve as debit card in breakfast or lunch transactions. Students are encouraged to deposit money into their food accounts on Monday mornings. However, students may deposit funds anytime throughout the school day (for expediency, students are asked not to deposit during lunch as this slows service).

Students are requested to have their ID card available for scanning at the end of each breakfast/lunch line. Students who do not have their ID cards are entered into the accounting system manually which causes all students to wait. Thus, students who routinely fail to present their ID cards will be asked to go to the end of the line for service.

The School District is not responsible for lost or stolen cards. Lost ID cards can be replaced for \$5.00. Students are not allowed to **charge lunches**. However, if a student's account balance is deficient, the student will be served alternative lunch of a peanut butter sandwich. Students may inquire at anytime to see the balance of their account. If a student's account balance is significantly in debt, a letter will be sent home to the parents.

LUNCH PERIOD

Cafeteria services are available to all students according to their time schedule. An *A la Carte Bar* service is also provided.

Students will be responsible for cleaning their tables and returning their trays/baskets after they have completed their meals. Students are expected to keep the cafeteria clean by picking up their trash

after eating. Students are also expected to display appropriate behavior during lunch. Students who habitually cause disruptions, such as throwing food or items, or who are overly messy, may lose their privilege of eating in the cafeteria. Disciplinary action may also result.

HEALTH SERVICES

The school health program promotes optimal wellness for each student. The Nurse's Office is staffed by a Registered Nurse to assist students in cases of illness or medical emergencies. The Nurse's office is located across from the Offices. Students must have a pass from the teacher to report to the Nurse's Office. (Students are strongly encouraged to report to their class first in order to gain permission to report to the Nurse). You must NOTIFY THE OFFICE prior to entrance if the Nurse is gone.

An Individual Student Health Summary must be completed and signed by the parent/guardian, along with proof of immunization or exemption verified and a copy on file in the Nurse's Office for a student to be enrolled in the district.

Students may require medications for chronic or short-term illness during the school day. When this is necessary the medication must be brought to the health room by the parent/guardian and proper paper work completed. Absolutely no medication neither over the counter nor prescription, are allowed at school unless these procedures are followed.

The State Department of Health recommends that school officials send students home if the student's oral temperature is 100 degrees or higher. Students may be readmitted to school when there has been no fever in the preceding 24 hours without fever-reducing medication. (Policy 2410)

SPECIAL SERVICES

Crest Ridge High School offers a continuum of learning options for students with disabilities within a variety of delivery systems including support within some regular classrooms. Crest Ridge High School offers pre-vocational training. A functional curriculum is available for students requiring an alternative program. (Policy 2110)

GUIDANCE AND COUNSELING SERVICES

COUNSELING - Counseling is the primary guidance service. Counseling is a student-counselor relationship in which students have the freedom to express their ideas and feelings. Students are encouraged to confer with the counselor for assistance with personal problems and to seek information and examine alternate courses before acting. Counseling seeks to help students assume responsibility for making plans and decisions. (Policy 2810)

STUDENT APPRAISAL - The counselor gathers and organizes information about students from grades, standardized tests, information forms, and

conferences with parents, teachers, and students. The counselor interprets this information for the student and the parent to help the student deal with needs and problems that may present themselves.

EDUCATIONAL AND OCCUPATIONAL PLANNING

The counselor illustrates and discusses how interest, aptitudes, and abilities work together to help with occupational planning. Through various activities they provide information about various opportunities for post high school education. They provide facts about the many available technical schools, apprentice programs, and vocational programs. The counselor assists students in college planning, selection of school, application for admission, and application for financial aid.

SCHEDULE CHANGE POLICY

Much care is taken in the spring to explain course offerings and prerequisites for the following school year. Through proper planning on the part of the student, very few schedule changes will be necessary. The procedure that allows students to drop and/or add courses or otherwise amend their class schedule is designed for students whose academic programs can be enhanced by such a change. **SCHEDULE CHANGES WILL NOT BE MADE AFTER THREE DAYS OF ENROLLMENT IN A COURSE.** Change requests after this time will again be reconsidered at the end of the 1st semester.

Procedures required to change your present schedule:

1. The form used to request a schedule change can be obtained from a guidance office.
2. Note the reasons for schedule change request.
3. Obtain, in order, all teacher/staff signatures.
Example: Counselor's Signature
4. Follow current schedule until you receive a print copy of the schedule change. The student will also be notified if request is denied. Failure to follow current schedule until change is processed will result in truancy.
5. Submit the completed form to the guidance office.

CAUTION - THE FOLLOWING WILL NOT BE CONSIDERED VALID REASONS FOR A CHANGE:

1. To avoid a challenging class or educational experience in which you have the ability to succeed.
2. To avoid a challenging instructor.
3. To avoid an inconvenient situation.

MIDDLE SCHOOL OFFERINGS

6TH GRADE

Communication Arts/Reading
Mathematics

Science
Social Studies
Music/Art/Counseling (each once a week)
PE
Band or Exploratory Class

7th GRADE

Year

Communication Arts
Mathematics
Science
Social Studies
PE /Health

Quarter

Computer Applications/Keyboarding
Health
Exploratory Math Lab
Cougar Time

Electives

- * Choose one per semester (Ag, Art, Spanish, Fitness, FACS,)
- * Band is a year long course and will be your only choice.

8th GRADE

Year

Communication Arts
Mathematics
Science
Social Studies
PE/Health

Quarter

Choir
Cougar Time
Study Skills
Reading Lab

Electives

- Choose one per semester (Agriculture, Art, Fitness, FACS, Spanish)
- Band is a year long course and will be your only choice.

PROMOTION POLICY – MS STUDENTS

If a student fails a total of three (3) quarters of their core classes, he or she may be retained. Attendance and successful completion of summer school may allow for placement into the next grade level. (Policy 2520)

GRADING SYSTEM

Crest Ridge is aware of the inadequacy of marks when used to express total values for achievement and attitudes. The school believes that self-competition for self-improvement and striving for satisfaction, which come from performing each task well, are the most important goals for pupils.

While proper conduct is certainly a desirable and necessary character trait, in so far as possible, the marks which are given indicate achievement in subject matter.

In order that academic achievement may be recorded and made available for reference when needed, the following system is used:

A	Highest, distinctly superior
B	Second highest, very commendable
C	Average
D	Passing, in need of improvement
F	Failing

Beginning with the 9th grade class, semester grades in all classes will count toward grade point average and rank in class with the following point system being used:

A	4.0 (95-100)	C	2.0 (73-76)
A-	3.6 (90-94)	C-	1.66 (70-72)
B+	3.33 (87-89)	D+	1.33 (67-69)
B	3.0 (83-86)	D	1.0 (63-66)
B-	2.66 (80-82)	D-	.66 (60-62)
C+	2.33 (77-79)	F	0.0 (59-0)

The following HS courses are weighted and will receive one (1) additional point. This is based on the achievement and the level of difficulty of the course:

College Prep-English	Adv. Biology	Calculus
Algebra II	Chemistry	
Physics	College Algebra	
Elem. Spanish I	Pre-Calculus	
Elem. Spanish II	College History	

All Dual Enrollment courses are weighted.

DUAL ENROLLMENT AND CREDIT COURSES

While dual enrollment and dual credit courses sound similar, there is a clear difference between the two types of courses.

Dual enrollment is a class that is taught by a university/college approved high school faculty member on the high school property (or via ITV). Students who receive a passing grade and meet course requirements will receive both a high school credit and college credit. The entire curriculum is generated by the high school and approved by the university. The high school provides the university/college with a final grade that will be placed on the collegiate transcript and record.

Dual credit courses are classes taught by instructors employed by a university/college (usually not affiliated with a high school). Dual credit courses use a college-based curriculum similar to those classes taught on campus. The university assigns college credit and grades for students under their own policy and procedures. However, Crest Ridge High School is still responsible in determining if the student met the requirements to be assigned "high school" credit and assigns the final official high school grade that is placed on the high school transcript.

Both types of courses will have a tuition fee generally at a reduced rate as opposed to typical college tuition, which may be due prior to the beginning of the class. In addition, a textbook/materials fee may

be required. Crest Ridge students are allowed to drop dual credit/enrollment classes up to two weeks after the first class under the following conditions: 1) The student agrees to pay any drop penalties as designated by the college/university; 2) The price of the text(s) is covered by the student; 3) The student understands that he or she will be enrolled into a class at the high school to replace the dropped class and will be expected to meet all requirements of that class. Prior to taking ANY dual enrollment or credit course, the student is responsible and encouraged to ascertain whether the class will transfer to specific universities or colleges he or she plans to attend.

HIGH SCHOOL REQUIREMENTS (policy 2525)

	Graduation	Select College#
English	4	4
Math	3	4 (Algebra I +)
Science	3	3
Social Studies	3	3
Fine Arts	1	1
Practical Arts	2	1
PE/Health	1.5	1.5
Personal Finance	.5	.5
Foreign Language	-	(Demand 2)
Core Electives**	-	3
Other Electives	6	5.5
Total	24	26

Select College refers to colleges with tougher admission requirements (i.e. University of Missouri, UMKC, Truman State).

Notes:

- Algebra I taken in the eighth grade will count for college prep requirements.
- Fine arts are classes in music or art. Colleges call them performing arts.
- Practical arts are classes in Business, computers, Ag., Facs, school-to-career, vocational training, and technology. Colleges generally will not count these; however, one unit is still required for high school graduation.
- 3 years of certain Ag. Ed. will count for the 3rd Science credit.

Each of the three columns adds up to 24 - 26 total credits **if** you don't count foreign language, which are counted only as part of the core electives. It is better to fulfill the college prep requirements if you are planning to attend a **two-year college**, such as State Fair Community College, but you *can* get by with simple graduation requirements.

ACT National Test Dates

School Code 260 - 543

Test Date	Registration Deadline
Sept. 10, 2011	Aug. 12, 2011
Oct. 22, 2011	Sept. 16, 2011
Dec. 10, 2011	Nov. 4, 2011
Feb. 11, 2012	Jan. 13, 2012
April 14, 2012	March 9, 2012
June 9, 2012	May 4, 2012

ELIGIBILITY FOR HONOR ROLLS

Principal's Honor Roll – GPA no lower than 3.67 and no grade below B

Honor Roll- GPA no lower than 3.00 and no grade below C-

Correspondence Classes and Home School Classes will not count toward class rank. Honor Roll is based on quarter, non-weighted, grades.

ACADEMIC LETTER REQUIREMENTS

To qualify for the Academic Letter the following requirements must be met.

*3.50 weighted grade point average based on the quarter grades of the first three quarters.

*No grade below C+

*Must be enrolled in five credits worth of classes. Two of those credits must be in the core area or Foreign Language.

NATIONAL HONOR SOCIETY

1. Students' academic records are reviewed to determine if they meet the minimum eligibility standards.
 - A. Must be a member of the Sophomore, Junior, or Senior class.
 - B. Must have an accumulative 3.33 class rank average.
 - C. Shall have spent the equivalent of one semester in attendance at Crest Ridge High School.
2. Students who are eligible scholastically are notified and that for further consideration for selection to the NHS Chapter they may complete the Student Activity Information Form.

Honoring Our Graduates

4.20 and above – Summa Cum Laude
 4.03 – 4.19 – Magna Cum Laude
 3.87 – 4.02 – Cum Laude

This will be determined with cumulative (8 semesters) and weighted GPA. Recognition will be presented at graduation by identifying students in the program, they will be given colored cords to wear, acknowledged at graduation and announced in the local media.

REPORT CARDS AND MID-QUARTER PROGRESS REPORTS

Good communication from the school to the home

regarding your student's progress is a priority at Crest Ridge. At anytime, the parent/guardian can request updates on their student(s) performance in a particular class.

Mid-term reports will be provided approximately half way through each quarter. This type of report is provided to inform parent/guardian of the student(s) grade, and if needed, assist the student in raising his or her grades before the quarter ends. The mid-quarter progress reports are given to the student to take to the parent/guardian.

At the end of the first quarter, parent/guardian conferences are held at which time the parent/guardian can pick up the grade card. At the end of the second, third, and fourth quarters, grade cards will be mailed to the parent/guardian.

INELIGIBILITY POLICY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (MS/HS)

Any student who fails to meet the MSHSAA standards will be ineligible for MSHSAA events and school dances, royalty, non-curricular field trips, and non-curricular programs. This ineligibility will go off of previous semester and the student will be ineligible for that current semester. If the activity is considered co-curricular the student will be able to participate with the permission of the school administrators (FFA, Band, Choir).

PARENT/Guardian-TEACHER CONFERENCES

Parent/Guardian/Teacher Conferences will officially be held at the end of the first quarter.

Parent/Guardian may come and visit each of their student(s) teachers all in one visit. Even though we schedule a specific day for parent/guardian/teacher conferences, parent/guardian should feel free to come and visit their student(s) teacher at any time.

FIRE DRILL PROCEDURE

1. **FIRE ALARM SIGNAL** – One long bell.

2. When the fire signal sounds, all occupants in the building will immediately lay aside all work and form a line, single file, and follow the evacuation procedure. Do not attempt to take any books, clothing, or other articles with you.

3. Walk rapidly, but do not run while evacuating the building.

4. Talking while in the evacuation line will not be permitted.

5. Do not attempt to cross or break into another line, but wait until it has passed.

6. The first two people in each line will open doors and see that they remain open until the building has been evacuated.

7. All students congregate in assigned areas in groups consisting of the members of the class of which they are a part during that particular period. They will remain in these groups until they are given

further instructions.

8. All teachers will follow their classes out of the building to the assembly areas. They should see that there is no talking or horseplay, and that students move along rapidly and in an orderly manner. Once they are assembled in correct areas they should check roll. ALL teachers must report to the Principal as to whether or not all students are present. Teachers will then remain with their class group until they are instructed to do otherwise.

9. It is the responsibility of the teachers to see that all doors are closed when they evacuate their classrooms.

10. Unless a passage way is blocked, the following routes will be used in evacuating the building. All students will form a single line and follow teacher's instructions.

- a. Occupants of Rooms 10, 11, 14, 15, Nurse's Office, Counselor offices and Principal Offices will exit through front entrance to parking lot moving away from the building.
- b. Occupants of Rooms 12, 13, 16, & 17 will exit through the South doors moving away from the building.
- c. Occupants of the gym, locker rooms, cafeteria, & kitchen exit through main lobby doors moving away from the building.
- d. Occupants of the Vo-Ag shop exit through double doors in shop to the South of the building.
- e. Occupants of Room 20 exit through the East door to South side of the building.
- f. Occupants of Room 23, Superintendents Office, and Special Services Office will exit through the double doors in the shop to the South side of the building.
- g. Occupants of Room 24 exit out front entrance door, go right, South of the building.
- h. Occupants of Rooms 27, 28, 29 & 30 exit out West door onto the track.
- i. Occupants of Rooms 25 & 26 exit out of the rooms and go west onto the track.
- j. Occupants of Room 18 & 19 exit out of rooms and go east to parking lot.
- k. Occupants of the New Gym will go into the hall and exit through the North doors, follow gravel path to parking lot.
- l. Occupants of Rooms 6, 7, 8, & 9 exit through the Northwest hall doors and follow gravel path to parking lot.
- m. Occupants of Rooms 3, 4, & 5 exit through Northeast hall doors and follow gravel path to parking lot.
- n. Occupants of Rooms 1, 2, Library, Teacher's Workroom will exit through new double doors on South end of hallway and move to parking lot.

11. In the event that the passageway is blocked it is the teacher's responsibility to exercise his/her

judgment and evacuate his/her students by selecting and using the safest available exit. After they are out of the building they should assemble as indicated in "# 7" above.

TORNADO DRILL PROCEDURE

Principals are responsible for the organization of drills and for the speedy evacuation of pupils in case of tornado.

1. When a tornado is sighted, a warning signal of three or more short bells will be sounded. Students and faculty should proceed to designated areas and assume the protective position of kneeling down with head tucked down and hands interlocked behind head. Students are to face the wall at all times.
2. Students are to remain quiet and attentive so they can hear any instructions that are being given. Avoid glass, chemicals, and other potential dangers.
3. All students will seek cover in the main building. Students entering the main building need to maintain an orderly manner. The following areas are designated as safe places for the Middle and High School.

Rooms 14, 15, 16, 17 – Students stay in that room

Rooms 11, 12, 13 – Move across the hallway to that room.

Nurse's Office – Remain in room and face West wall.

Offices – Move to Nurse's Office against West wall.

Room 10 – Move to the bathrooms.

Old Gym/New Gym – Move to locker rooms.

Rooms 6, 7, 8, 9 – Move to room #9

Rooms 3, 4, 5 – Move to the media center.

Rooms 1, 2, and Library – Move to the media center.

Cafeteria – Move to closest restroom and face the main wall.

Kitchen – Remain in kitchen against S.W. wall.

**Classrooms in Annex are to move to the Main Building.

Rooms 18,19, 20, 21,22, 23, 24 – move to locker rooms.

**Classrooms in Middle School Annex are to move to Main building. Exit through East doors of Annex into Old Gym.

Rooms 26, 27, 28 – Move to girl's locker room against lockers and shower area.

Rooms 25, 29 30 – Move to boy's locker room against lockers and shower area.

EARTHQUAKE DRILL PROCEDURE

General Instructions:

1. STAY CALM.
2. Assume drop position – turn away from windows. Stay under shelter (desks, tables, etc) until shaking stops.
3. Students in Vo-Ag shop should go to the Ag classroom.
4. Students in the Gyms are to go to the lobby.
5. All other students are to remain in their

classrooms until the earth stops shaking.

6. Teachers and other staff members should have students exit the building in the same manner as used for a fire drill. Assemble in the parking lot east of the main building.
7. Teachers are to take roll and notify the principal of missing students.
8. Students are to remain in assembly area until picked up by parents or until the buses leave.
9. **No outgoing calls will be allowed until the situation stabilizes.

CARE OF SCHOOL PROPERTY

Pupils will be held responsible for care of books, supplies, apparatus, and furniture furnished them by the Board of Education. Students may be required to pay restitution for any damages.

VISITORS

All visitors must report to the office upon entering the building (located in mid-section of the high school/middle school building). Trespassers will be prosecuted. Due to the disruption of the educational process and possible security risks, visitors accompanying students during the school day will not be permitted. All visitors should secure a visitor's badge at the office. (policy 1430)

USE OF LOCKERS

(School lockers, Physical Education lockers, and Athletic lockers)

There are sufficient general lockers in the building to provide one locker for every student. The office assigns lockers during the enrollment period.

1. Pupils should use the lockers assigned to them.
2. The school will not provide a combination lock. Students may furnish their own provided they: 1) give the office a key if it is key-controlled; 2) give the office the combination if it is not key-controlled. Locks that are found on lockers without prior permission from the office are subject to removal by a lock cutter. The school is not responsible for the loss of combination locks.
3. Lockers should be kept clean and neatly arranged at all times. Food, candy, or beverage should not be kept in the lockers. Violations may result in discipline consequences.
4. No permanent markings, stickers, dry eraser marks, or paint are allowed on lockers. The marking or destruction of the lockers will be dealt with by issuing fines, in-school-suspension assignments, and/or loss of locker privileges.
5. All lockers are school property, and will be subject to periodic searches throughout the school year.

ASSEMBLIES

Assemblies are designed for students to provide an enriching experience to help fully develop their

school career. They are an extension of the classroom and students are to conduct themselves accordingly at all times. Students that abuse their privileges will be disciplined according to the type of behavior displayed. The success and frequency of assemblies depends on the courtesy and conduct of our student body.

Seniors are requested to sit in the center. Juniors are expected to sit behind the seniors. Sophomores will be seated on the seniors' left and the freshmen will be seated on the seniors' right. Middle School students should sit with their grade.

USE OF BUILDING AFTER SCHOOL HOURS

Arrangements should be made with the Principal, Athletic Director or Superintendent for all activities occurring after school hours. Non-school organizations should contact the Superintendent of Schools.

MEDIA CENTER RULES

The Library Media Center (LMC) is a resource center for informational needs. The one rule that should guide your conduct while visiting the LMC is, "Am I conducting myself so that other media center patrons can work undisturbed?"

Students visiting the LMC unaccompanied by a teacher should have a pass from their teacher. All students who are sent to the LMC from a classroom should have a specific assignment and be working on that assignment; otherwise, the student(s) will be asked to return to class.

Students are encouraged to visit the LMC often and are asked to observe the proper check out and LMC use procedure. No materials should be removed from the LMC without being checked out.

The "Check Out" policy on materials is as follows:

1. Magazines may not be checked out of the LMC unless special arrangements are made with the Media Specialist.
2. Reference and AV materials may be checked out by teachers only, and may not leave the school building.
3. Books and other circulating materials may be checked out for two weeks.

Failure to return materials on the date due will result in a fine of 25 cents per item for each school day the item is overdue. Students bringing items into the LMC are asked to place these items where they will not interfere with foot traffic or clutter reading/study areas.

COMPUTER LABORATORY RULES

Rules Of Appropriate Use

The primary purpose of the Computer Lab is to access educational material and complete school-related assignments. Students using the lab without a teacher must sign in upon arrival, state the purpose of their use, and sign out when finished. In addition,

the following guidelines must be followed to prevent the loss of computer privileges at school.

Students shall not:

1. Bring computer games or cds from home to use in the lab computers. Only data disks relating to school assignments may be used.
2. Use a computer to harm other people or destroy their work or data files, or trespass on others' folders, work, or files.
3. Damage the computer or network in any way.
4. Interfere with the operation of the computer or the network by installing illegal software, shareware, or freeware. Do not place unlawful information on or through the computer system.
5. Attempt to break the security system.
6. Violate copyright laws.
7. Use obscene, abusive, or otherwise objectionable language or images in either public or private files or messages. Do not access pornographic materials.
8. Access inappropriate text files.
9. Share their password with another person or intentionally modify passwords belonging to other users.
10. Waste limited resources such as disk space or printing capacity.
11. Upload or download computer viruses.
12. Use the computer or network to facilitate illegal activity.
13. Use the computer or network for commercial or "for profit" purposes.
14. Use the computer or network for product advertisement.
15. Misrepresent oneself or other users on the computer or network.
16. Bring food or drink in the computer room.

Students should notify an adult immediately if they encounter materials that violate the *RULES OF APPROPRIATE USE* or observe other students violating the rules. Students will be held accountable for their actions and risk losing their privileges if the above rules are violated. Students/parents/guardians have a technology agreement that they must sign before using technology in school.

DEBTS

A week prior to the end of each quarter, a tentative debt list is prepared. This includes registration fees and lost or damaged book or school property. If these are not paid, a final debt list (including library debts and lunch debts) is prepared and grade cards are withheld until the debt is paid. Students could lose certain privileges because of debts. Students graduating or leaving the school system with a debt pending are unable to have transcripts forwarded until debts are paid.

WITHDRAWAL FROM SCHOOL

In the event a student withdraws from school, the student should:

1. Notify the Principal's office IN ADVANCE.
2. Obtain a *permission to drop form* from the Principal's office.

3. Obtain a withdrawal grade form from the Principal's office.
4. Return all books and equipment owned by the school.
5. Pay all fees, fines, or dues outstanding against the student.
6. Notify the counselor where school records should be transferred. (policy 2290)

STUDENT PARKING

All students who drive a vehicle to school will be required to obtain a parking permit from the office for free. The permit is to be hung from the rearview mirror. If it is lost the student will be required to buy another one for \$5.00. At the end of the year, students will be required to turn in the hanging permits.

Any students who drive a vehicle to school without a parking permit needs to report to the Principal's office when they first arrive. They will be given approval to park for that day or will be encouraged to buy a permit. Students are expected to use all acceptable courtesy and safe driving practices on and around school property. Students are not to move or be in automobiles or vehicles during the school day without the permission from school officials. Students parking illegally in the handicap zone may be subject to ticketing. Students are requested not to drive on any school lawns. Students are not permitted to park on the front row during school hours. Failure to follow the above rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action. (policy, 2150)

STUDENT CONDUCT

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the district's schools. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school. Each staff member has a responsibility to educate and have a safe environment. All teachers are responsible for classroom and control of that classroom.

In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is conducive to learning. Standards of student conduct are established by the Crest Ridge Board of Education to create an environment in which each student's right to learn is protected. Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of teachers, to observe good order and correct deportment, to be diligent in study, to be clean and tidy in person and attire, to be obliging to schoolmates, to refrain from

the use of profane and improper language, and to refrain from the use of tobacco, controlled substances, and alcoholic beverages while on school premises or under school supervision. Students and parents/guardians will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed annually.

The Board of Education insists that all schools within the district be well disciplined. It further pledges its wholehearted support to all reasonable actions taken in keeping with school policy and state statutes by teachers and principals to maintain well-disciplined schools. (policy 2600)

Code of Conduct – Adults

The Board of Education believes in and fosters a safe and orderly environment for all students, staff and visitors. Therefore, the Board of Education has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. (policy 1431)

STUDENT SUSPENSION AND EXPULSION: The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school. Therefore, the administration has the prerogative to remove students from their present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school shall not be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of suspension, but expulsion can be implemented only through specific action by the Board of Education.

No student shall be suspended unless the following hearing procedures are implemented:

1. The student shall be given oral or written notice of charges against them; and
2. If the student denies the charges, he or she shall be given an oral or written explanation of the facts that form the basis of the proposed suspension;
3. The student shall be given an opportunity to present his or her version of the incident before the judgment is rendered.
4. Notification by phone or mail will be given to the parent/guardian, or others having custodial care of

the student, of the administrator's action and the reasons for such action.

The Board authorized the suspension of pupils by building principals and/or their designees for a period not to exceed ten school days and by the superintendent for a period not to exceed 180 school days. (policy 2662,2663)

OFFENSES WARRANTING EXPULSION: Expulsion is the most severe measure of correction available to a school district and should only be used when the continued presence of a student is considered a menace to school personnel or fellow students or when all other means of correction have failed to cause a student to resist from a continued disruption of order of the school. Offenses which would be cause for recommendation for expulsion are: participation in or inciting a riot, assault with a deadly weapon, assaults on school certified or classified personnel, three suspensions during a given year, continued truancy, excessive cases of referrals, disruption of class or school in general, and other serious offenses such as theft or drug traffic which the principal deems to be of extreme detriment to the welfare of the school.

STUDENT DUE PROCESS RIGHTS: Students are entitled to due process under the law in cases involving suspension or expulsion. In the case of suspension the principal must inform the students of charges brought against them, listen to their account of the incident, and inform the parent/guardian before suspending them from school. Informing students of charges and affording them an opportunity to explain the situation should be a part of every disciplinary procedure regardless of the magnitude of the offense. In the case of expulsion the Board of Education should take action only after notice is given to the student's parents or legal guardian and after a hearing has been afforded the parent or legal guardian.

STUDENT DRESS CODE: The Board of Education expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district.

Student's dress and grooming will be the responsibility of the individual and their parents (guardians) and should fall within the following guidelines:

1. Hair shall be cut and styled so that it does not interfere with the learning process of the classroom. Nor shall it be a possible hazard around machinery, shop or laboratories. Students are encouraged to keep hair clean and combed at all times.
2. Shorts length should not be shorter than 4" above the knee, even if the student wears spandex/leggings on underneath the shorts.
3. Skirt and dress lengths should not be shorter

than 4" above the knee, even if the student wears spandex/leggings underneath the skirt or dress.

4. Spandex clothing/pajamas are not considered appropriate school clothing.
5. All blouses/shirts must be buttoned appropriately unless worn as an over-blouse or outer garment.
6. No bare midriffs are allowed. No midsections should be exposed in a sitting position.
7. No Sleeveless t-shirts may be worn.
8. No spaghetti straps or tank tops allowed.
9. Hats, caps, or any other headgear will not be worn in the building during any school activity or school function before 4:00 P.M. These items must be placed in the students' locker during school hours.
10. Sunglasses will not be worn in the building unless for medical reasons and is verified by a doctor's note.
11. Shirts, hats, or any other clothing that bears advertisements of alcohol, tobacco, drugs, drug paraphernalia, obscene phrases and/or innuendos will not be allowed.
12. Jeans or other items of clothing with cuts or holes in them will not be allowed if the holes are 4" above the knee or the holes are in inappropriate locations, even if the student are wearing spandex/leggings under the jeans.
13. Jeans, pants, and shorts must be in the proper position on the waist. No sagging will be allowed.
14. No wallet chains or any chain of that fashion are to be worn at school. Dog collars worn as chokers will not be allowed. Wristbands with spikes will not be allowed.
15. No roller skate shoes will be allowed. (policy 2651)

SEARCH AND SEIZURE: The school administration and teaching staff shall have the right to search the person, clothing, lockers, books, or any other personal belongings of any student as long as there is reasonable suspicion that the student is concealing materials not belonging to them or prohibited by law. This may be done as often as necessary, whether during school hours, at or away from the school building, or at any school event, whether at the school or at some alternate location. It is recommended this search take place in the presence of another adult. (policy 2150)

DRUG DOG: During the school year a drug dog will be brought into and on school property to make random searches for illegal drugs. The time, date, and place where searches will be made, will not be announced ahead of time.

SECURITY CAMERAS: In an effort to discourage theft, security cameras have been placed in non-academic settings in and around the building.

ACTIVITIES: Extra-curricular activities or school

functions are considered to be an extension of the classroom. Therefore, all students in attendance as spectators or participants shall abide by the same codes of conduct adopted for the school day. This includes being at school-sponsored activities (home or away) or in any vehicle while being used to transport students for the school district.

Cell Phones and Electronic Devices: Students are reminded that personal property not needed for schoolwork should not be brought to school. Developments in cell phone and handheld electronic device technology in recent years have resulted in enhanced communication and video opportunities. However, the use of the electronic devices and cell phones in school poses increasing risk of school disruptions, bullying, criminal activity, and academic dishonesty. As a result of this, Crest Ridge School District will not allow student cell phones and handheld electronic devices (other than approved calculators) during the instructional school day, (7:40-3:15) as well as in locker rooms and dressing areas during extracurricular activities. Violation of this policy by a student during the school year will result in assignment of **ISS**, while the second and subsequent or continued violation of this policy by a student may result in **OSS**, being imposed in addition to confiscation of personal cell phones or electronic devices and returned only to the parent of the student after 30 days. Parents may apply to the building administrator to obtain a hardship exception to receive the cell phone back. The school has phones available to call parents and to receive parents' calls

Handheld Electronic Devices will include but are not limited to: Cell Phones, Blackberries, Ipods, MP 3 players, Video Cams, Palm Pilots, Cameras, etc. (policy 2656)

LASER-EMITTING DEVICES: Due to possible injury, disruptions of class, and potential theft, laser-emitting devices are not permitted in school or at school sponsored activities. Items will be confiscated and offenders may be subject to further disciplinary action.

Bullying

Board Policy 2655 states that the District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District Personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context.

STUDENT DISCIPLINE CODE

The Student Code of Conduct is designed to foster student responsibility, to respect the rights of others, and to ensure the orderly operation of Crest Ridge High School. **No code can be expected to list each and every offense that may result in the use of disciplinary action.** However, it is the purpose of this code to list certain offenses, which, if committed

by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense, or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal or his designee, superintendent and/or Board of Education. This code includes, but not necessarily limited to, acts of students on school grounds, parking lots, school buses or at a school activity whether on or off school property. This code does not take precedence over preexisting board policy and/or regulations. (policy 2600)

DISCIPLINE STRATEGIES

It is the goal of the administration, faculty, and staff to prevent, reduce, and hopefully eliminate most discipline problems. Therefore, several strategies have been developed by the staff to not only serve as a consequence, but to act as a deterrent for future misbehavior. The following are the more common strategies employed at Crest Ridge High School. The list is not exhaustive in nature, as other strategies may be employed to best meet the need of a discipline situation.

DISCIPLINE CONFERENCES

Student Conferences: Students who have committed disciplinary infractions may be addressed through a conference with the administration. Depending on the nature of the case, home contact or further action may be implemented.

Parent Conferences: In more serious cases or at the request of the home, the administration may hold a conference with the parents and/or the student. Depending on the severity of the offense, further action may be implemented.

EIGHTH HOURS / AFTER SCHOOL TIME

Staff members have been given the authority to assign Eighth Hours to serve as consequence for minor infractions, such as lack of materials and supplies, talking, and sleeping in class. Certain levels of tardiness are addressed with Eighth Hours as well (Please refer to the "Tardy Policy" on page 19). The Eighth Hour is a discipline obligation between the student and the teacher. Typically an Eighth Hour lasts from 3:15-4:15 p.m. or 7:15-8:00 a.m.; however, the teacher has the discretion to make alternate arrangements to best serve both parties involved. Students who are tardy to an Eighth Hour may be assigned additional time. Students failing to serve an Eighth Hour will be assigned one day of FOCUS (see FOCUS center) for first missed Eighth Hour. A second missed Eighth Hour will merit two days of FOCUS. Subsequent missed Eighth Hours will merit harsher consequences. Students are to bring homework and/or reading materials to the Eighth Hour. Students are responsible to ensure that they notify the office or staff member if they have shown up for an Eighth Hour with no supervising teacher visible. Eighth Hours will not affect a student's participation in after school activities other than missing the time spent serving the Eighth Hour. Individual sponsors or coaches may have additional

stipulations regarding their students receiving Eighth Hours. (policy 2660)

Two-Hour Detention

A two-hour detention can be assigned to students by the administrator, if the administrator deems it is justified. That detention would last from 3:15-5:15 on certain days of the week. If a student fails to serve a two-hour detention, they could receive ISS, OSS or a Saturday School Detention.

Saturday School Detention

A school administrator could assign a Saturday School detention to a student for a discipline consequence. That Saturday School will last from 8:00-12:00. The student is responsible for bringing school work to do during this time. If the student does not utilize this time in the correct manner, that student could receive OSS for that following week. If a student fails to serve the Saturday School, he or she could receive OSS days.

FOCUS (In-School-Suspension-ISS)

FOCUS (ISS): The FOCUS Center will house students suspended in school. One-day FOCUS Center assignments will not affect after-school participation. However, students will not be dismissed early from detention to participate in practices, activities, college classes, or work. Nor will students be allowed to attend after school activities if they have detention the next school day. This includes activities scheduled over weekends and vacations. (policy 2661)

FOCUS Center

The function of the FOCUS Center is to provide consequences for students who are discipline problems while at the same time meet their educational needs.

The objectives of the program are to keep students in school while they pay for their misconduct, to establish a positive rapport with parents, and to maintain better attendance patterns.

The FOCUS Center is a means of dealing with discipline problems that would normally result in suspension out of school. Sending students home on suspension usually results in little improvement in attitude toward school and frequently increases negative tension within the family.

The principal will be in charge of this program with the FOCUS supervisor(s) serving as the backbone for its success. Periods of assignment for the students to FOCUS Center will vary from one day to ten days, depending upon the severity of the misconduct. For penalties not predetermined, the administrators will be guided by, but not restricted by, such things as:

1. Student's 1st offense
2. Seriousness of the misconduct
3. Student's previous conduct record
4. Student's attitude

5. Advisement of the person referring the student

FOCUS Center Rules

1. Students report directly to the FOCUS Center Room at the beginning of each day. Students who willfully avoid detention may receive additional time.
2. The FOCUS Center Supervisor may make assignments for the first part of detention if the student has nothing on which to work. After receiving homework requests, the student's individual teachers will be responsible for giving their student assignments.
3. Detention students are encouraged to seek teachers before or after school if they need extra help or have questions regarding assignments.
4. Students must bring textbooks, pencil, and paper to the detention room.
5. The Supervisor will give the students two short breaks daily, one in the morning and one in the afternoon.
6. Detention students will not be dismissed early to participate in or practice for school functions or to work. Nor will a student, with a partial day schedule, be dismissed prior to the end of a regular school day.
7. If a student is assigned to the FOCUS Center for only one day this will not affect after-school participation. However, students will not be dismissed prior to 3:10 to participate in work, college classes, or any other activity. Students in detention will not be allowed to attend after-school activities when they have detention the next school day. This includes activities scheduled over weekends and vacations.
8. Students will eat lunch in the FOCUS room. They may buy their lunches in the lunch line or bring their lunches and buy milk. However, they are not allowed to bring and/or have delivered restaurant style food for lunch. They will be escorted to and from the cafeteria.
9. Students are not allowed to leave their assigned seats without permission.
10. Students violating FOCUS Center rules may be assigned additional time.
11. When assignments are given or requested for the FOCUS Center, credit will be given according to the quality and quantity of work completed.
12. If students are assigned to the FOCUS Center, their time of attendance will run from 8:10-3:10 p.m. This requirement will precede all other obligations, such as work or extra-curricular activities.

SUSPENSION

Out-of-School Suspension: Students who are suspended out of school are not eligible for extra-

curricular activities for the duration of the suspension and are not to participate in or attend (home or away) school activities or be on school property. 50% of work or school credit will be given during out of school suspension time. (policy 2662)

EXPULSION

In the most serious offenses or repeated offenses, expulsion may be implemented. For more information, please refer to STUDENT SUSPENSION AND EXPULSION on page 12. *Many of the offenses listed below have prescribed consequences in which the student will be punished. (policy 2663)*

1. Arson: Intentionally causing or attempting to cause a fire or explosion.

1st offense: in-school suspension, 1 to 180 days out-of-school suspension, notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent offenses: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

2. Assault:

A. Attempting to cause injury to another student, placing a person in reasonable apprehension of imminent physical injury, physically injuring another person.

1st offense: Principal/Student Conference, In-school-suspension, 1-180 days out-of-school suspension, possible notification to law enforcement officials, and documentation in student's discipline record.

Subsequent offenses: 11-180 days out-of-school suspension, notification of law enforcement officials, and documentation in student's discipline record.

B. Attempting to kill or cause serious physical injury to another, killing or causing serious physical injury to another.

1st offense: expulsion and notification to law enforcement officials, and documentation in student's discipline record.

3. Bus conduct: Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked. (policy 2652)

4. Cheating/Plagiarism: Cheating/plagiarism will not be tolerated. The first offense will result in a zero for the assignment or project and parental contact by the instructor. A subsequent offense may result in extended in school suspension and/or out-of-school suspension. See Bus Code of Conduct.

5. Disparaging or Demeaning Language: Use of words or actions, verbal, written, or pictorial or

symbolic meant to harass or injure another person (i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin.)

1st offense: Principal/student conference, two-hour detention, in school suspension, Saturday School, or 1-10 days out-of-school suspension.

Subsequent offenses: In-school-suspension, Saturday School, 1-10 days out-of-school suspension, or expulsion and documentation in student's discipline record.

6. Disrespectful Conduct or Speech Toward a Staff Member:

Verbal, written, or symbolic language or gesture directed at a staff member, which is rude, vulgar, defiant, or considered inappropriate for public settings.

1st offense: Principal/Student Conference, In-school-suspension, two-hour detention, Saturday School, possible 1-180 days out-of-school suspension, possible notification to law enforcement officials, and documentation in student's discipline record.

Subsequent offenses: 11-180 days out-of-school suspension, notification of law enforcement officials, and documentation in student's discipline record.

7. Disruption of the Educational Process:

1st offense: Principal/student conference, two-hour detention, in school suspension, Saturday School, or 1-10 days of out-of-school suspension.

Subsequent offenses: In-school-suspension, Saturday School, 1-180 days out-of-school suspension, expulsion, and possible documentation of student's discipline record.

8. Disruptive Speech, Appearance, or Conduct:

Conduct, appearance, or verbal, written, pictorial or symbolic language, which materially and substantially disrupts the educational process in the classroom, hallways, during transit, during school, or at school activities and functions.

1st offense: Principal/student conference, in school suspension, two-hour Detention, Saturday School, or 1-10 days of out-of-school suspension.

Subsequent offenses: In-school-suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation of student's discipline record.

9. Drugs, Alcohol, Counterfeit Substances:

A. Possession or attendance while under the influence of, or soon after, consuming any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia are prohibited on or in school property, at school sponsored activities (home and away), or in any vehicle while being used to transport students for the school district.

1st offense: subject to 11 to 180 days OSS, possible expulsion, possible documentation of the student's discipline record, and possible notification to law enforcement officials.

2nd offense: expulsion, documentation of the student's discipline record, and notification to law

enforcement officials.

B. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and/or drug-related paraphernalia. Consequences of this offense can be used in conjunction with the disciplinary action of the offenses listed in paragraph A. (policy 2640)

10. **Excessive Disciplinary Referrals (10):** Students will be subjected to a lengthy suspension or expulsion.

11. **Extortion:** Threatening or intimidating, either verbally and/or physically, any student for the purpose of obtaining money or other valuables.

1st offense: Principal/student conference, in school suspension, Saturday School, Two-Hour detention, or 1-10 days out-of-school suspension.

Subsequent offenses: In-school-suspension, 1-180 days out-of-school suspension, expulsion and possible documentation of student's discipline record.

12. **Failure to Serve an Eighth Hour:**

1st offense: 1 day of Focus, Saturday School, or two-hour detention.

Subsequent offenses: 2 days of Focus, Saturday School, or OSS.

13. **False Alarms:** Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property; including but not limited to: false bomb threats, pulling a fire alarm, false 911 calls, or any false catastrophe is prohibited.

1st offense: restitution, principal/student conference, in-school suspension, 1-180 days out-of-school suspension and immediate report to law enforcement.

2nd offense: in-school suspension, 1-180 days out-of-school suspension, expulsion, immediate report to law enforcement.

14. **Fighting:** Mutual combat in which both parties have contributed to the conflict by physical action (differentiated from an assault).

1st offense: Principal/student conference, in school suspension, 1-180 days out-of-school suspension, expulsion, and possible documentation of student's discipline record.

Subsequent offenses: In-school-suspension, 1-180 days out-of-school suspension, expulsion and documentation in student's discipline record.

15. **Insubordination or defiance of authority:**

Willful failure to respond or comply with a reasonable directive by authorized school personnel is prohibited.

1st offense: Principal/student conference, in school suspension, two-hour detention, Saturday School or 1-180 days out-of-school suspension, or expulsion and possible documentation of student's discipline

record.

Subsequent offenses: In-school-suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion and documentation in student's discipline record.

16. **Misconduct:** Lack of cooperation, general malfeasance, or negligence of school rules or authority.

1st offense: subject to two-hour detention and/or Focus.

2nd offense: subject to ISS, Saturday School, or out-of school suspension and parent conference.

3rd offense: subject to out-of-school suspension.

17. **Physical Abuse of Staff Member:**

1st offense: recommended expulsion and notification to law enforcement officials.

18. **Posturing:** The preliminary argument, gestures, and/or body language, which could potentially lead to a physical confrontation.

1st offense: subject to two-hour detention, ISS

2nd offense: subject to ISS, Saturday School, or out-of school suspension and parent conference.

3rd offense: subject to out-of-school suspension.

19. **Profanity/Vulgarity:** The use of profane, obscene, or vulgar words or phrases (written or spoken). This may include, but not limited to, language depicting venous sexual acts, human waste, or blasphemy. The offense may be used in conjunction with other consequences.

1st offense: Principal/student conference, two-hour detention, in school suspension, or 1-10 days of out-of-school suspension.

Subsequent offenses: In-school-suspension, Saturday School, 1-180 days out-of-school suspension, and possible documentation of student's discipline record.

20. **Public Display of Affection:** Physical display or contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

1st offense: Principal/student conference, in school suspension, two-hour detention, 1-180 days out-of-school suspension, and possible documentation of student's discipline record.

Subsequent offenses: In-school-suspension, Saturday School or 1-180 days out-of-school suspension, or expulsion and documentation of student's discipline record.

21. **Sexually Inappropriate Behavior:**

A. Use of sexually inappropriate verbal language, written or symbolic, objects, and/or pictures.

1st offense: Principal/student conference, in school suspension, two-hour detention or 1-180 days out-of-school suspension, or expulsion and documentation of student's discipline record.

Subsequent offenses: In-school-suspension, Saturday School or 1-180 days out-of-school suspension, or expulsion and documentation of

student's discipline record.

B. Physical contact that is sexually inappropriate.

1st offense: In-school-suspension, two-hour detention, Saturday School or 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.

Subsequent offenses: 11-180 days out-of-school suspension or expulsion and documentation in student's discipline record.

C. Indecent Exposure-Includes the display of buttocks and genitals in a public location.

1st offense: Principal/student conference, in school suspension, two-hour detention or 1-180 days out-of-school suspension, and possible documentation of student's discipline record.

Subsequent offenses: In-school-suspension, Saturday School or 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

22. **Tardies:** Students are to be in their seats or assigned areas when the tardy bell rings. Tardies will be kept on a quarter basis. Students committing their 2nd will serve an Eighth Hour. Further tardies will result in Focus/Detention.

2 tardies - 1 Eighth Hour

3 tardies - 1 day of Focus/two-hour detention

4 tardies - 3 days of Focus/Saturday School

5 tardies - 5 days Focus/2-Saturday School

23. **Theft/Possession of Stolen Property:** Theft, attempted theft, or knowingly in the possession of stolen property.

1st offense: restitution, principal/student conference, in-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent offenses: In-school-suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

24. **Tobacco:**

A. Possession of any tobacco products on school grounds, bus, or at any school activity (home or away).

1st offense: In-school suspension, Saturday School or 1-3 days out-of-school suspension, and confiscation of tobacco product.

Subsequent offenses: In-school-suspension, 1-10 days out-of-school suspension and confiscation of tobacco product.

B. Use of any tobacco products on school grounds, bus, or at any school activity (home and away).

1st offense: In-school suspension, 1-3 days out-of-school suspension, and confiscation of tobacco product.

Subsequent offenses: In-school-suspension, 1-10 days out-of-school suspension and confiscation of tobacco product. (policy 2640)

25. **Truancy:** Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. Multiple consecutive days of truancy may result in detention days exceeding the offense.

1st offense: 1-3 days in-school suspension or Saturday School

Subsequent offenses: 3-10 days in-school suspension or 2-Saturday Schools (policy 2630)

26. **Vandalism:** Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

1st offense: restitution of damages, principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Subsequent offenses: restitution, in-school suspension, 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student's discipline record. (policy 2654)

27. **Weapons:**

A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, which is customarily used for attack or defense against another person.

1st offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent offenses: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

B. Firearms-Possession or use of a firearm, as defined in 18 U.S.C. 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, or any instrument or device defined as dangerous weapon in 18 U.S.C.

1st offense: 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

Subsequent offenses: Expulsion, documentation in student's discipline record, and notification to law enforcement officials. (policy 2620)

SEXUAL HARASSMENT

The Crest Ridge R-VII School District does not condone or tolerate any form of sexual harassment of, or by, staff or students. (policy 2130)

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other inappropriate verbal, written, symbolic language or physical conduct of a sexual nature.

1st Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.

TARDY POLICY

Students are tardy if they are not in their seat or assigned area when the bell rings. Tardiness causes class interruptions and a loss of learning time. However, there are times when students may inadvertently or intentionally be late. To help the parent/guardians and students avoid discipline consequences for these occasions, the student will be given one late arrival, per quarter, without consequence. This eliminates the need for parent/guardians or students to clear the tardy. However, on the 2nd tardy, the student will be assigned an Eighth Hour by the teacher. Eighth Hours are from 3:15 to 4:15 pm and are served in the teacher's room. The teacher and student schedule the date and time that the Eighth Hour is to be served. Failure to serve an Eighth Hour will result in one day of Focus. A third tardy will result in one day of Focus. A fourth tardy will result in three days of Focus. Five tardies will result in five days of Focus and a parent conference with the administration. Subsequent tardiness may result in harsher consequence. All tardies will be carried throughout the quarter and will be cleared at the end of each quarter. Tardies to first hour will be kept in the office by the office staff.

ATTENDANCE REGULATIONS

Irregularity in attendance is the greatest contributing cause of school failure. A student missing one day of absence costs two days of schoolwork; 1) the day of the absence and 2) the lack of preparation for the day of return. Parents can be of no greater help to their children than to see to it that they are in school every day. If your child is absent, please call the office and give us a reason for the absence. Occasionally parents may want their children to accompany them on out of town trips. A request should be made to the principal several days prior to the proposed absence so that all work can be made up or due dates established **BEFORE** the absence occurs. If this procedure is not followed, then no make-up work will be issued for the absence. As an educational institution we neither sanction nor condone "skip days". Students participating in such will be counted as truant, regardless of excuse, and dealt with accordingly. (policy 2220, 2310)

CREST RIDGE ATTENDANCE POLICY

1. Satisfaction of attendance requirements shall be considered a prerequisite to earning academic credit. This policy designates **6 days** absence each semester as the maximum allowed for normal circumstances.

Chronic illness and hospitalization will be cause for consideration by the Crest Ridge Attendance Committee in extending the limit of allowed absences.

2. After six days of absence in a semester, the student will become ineligible to receive credit for all classes, subject to modification by the Crest Ridge Attendance Committee and review by the Board of Education. Parents will be notified in writing when a student reaches three days of absence.
3. The limitation on absences stated in this policy shall also be applied to individual classes, and a student who exceeds six absences in any particular class or classes will become ineligible to receive credit for such class or classes, subject to modification by the Crest Ridge Attendance Committee and review by the Board of Education.
4. It is extremely important that students realize and understand that the 6 days of absence are not to be considered as approved skip days, but rather they should be used only when necessary and only as indicated by this policy. **ALL EXCUSED ABSENCES WILL BE COUNTED IN DETERMINING ATTENDANCE FOR A STUDENT.**
5. The Crest Ridge Attendance Committee shall consist of: (a) the appropriate building administrator (b) A+ Coordinator (c) a teacher elected by the principal from the appropriate building, (d) the appropriate building secretary, and (f) the secondary counselor.
6. The Crest Ridge Attendance Committee, in reviewing a provisional/permanent loss of credit, shall consider the individual circumstances affecting a student's failure to satisfy the attendance requirements of the district, including the effect of the student's ability to meet the requirements of this policy. The Committee may also consider any effect on the student's academic achievement, as well as the student's previous attendance history and any other relevant factors. The Committee may require the parents or guardian and/or student to appear before the Committee to present information in regards to the student's absences. Based on the evidence presented, the Committee may extend the absence limit, award provisional credit for the semester of excessive absences contingent upon satisfaction of conditions relating to future attendance, which it may establish, and revoke such provisional award of credit upon failure of such condition, or determine that the provisional failure to earn credit should become permanent.
7. Before a student is determined ineligible for credit based upon excessive absences, the student and student's parents or guardian

will be given written notice of the provisional/permanent failure to earn credit under this policy, explaining the number of absences, dates, and classes to which such absences applied, if less than all classes. In addition, the student and student's parents or guardian shall be notified of the ability to obtain a review of such provisional/permanent failure to earn credit by the Crest Ridge Attendance Committee. If the parent or guardian wishes to request such a review, it must be done in writing within fifteen (15) business days of the date of the receipt of the notice of provisional/permanent failure to earn credit. The request for review shall state the relief requested and shall detail the specific reasons why the student and parents or guardian believe the student should be granted such relief from the requirements of this policy. Upon failure to request a review by the Crest Ridge Attendance Committee within the time limit of fifteen (15) business days established by this policy, the provisional/permanent loss of credit shall become final. If a parent or guardian requests a review by the Committee, the parent or guardian will be notified of the outcome of the Committee's review. At the conclusion of the review, the Committee may or may not make adjustments to the original decision. Any final decision by the Committee that a student has failed to earn provisional/permanent credit may be appealed to the Board of Education. The request for an appeal needs to be submitted to the Superintendent in writing. The request of an appeal must be submitted within ten (10) business days from the receipt of the Committee's decision. The request for an appeal may call for a hearing before the Board of Education. At any such hearing, the parents or guardian and student may be represented by counsel at their own expense, present evidence and testimony from witnesses, cross-examine witnesses presented by the district, receive evidence and documents from the district necessary to the presentation of the appeal, and shall be accorded such other rights upon request as may be required by appropriate due process and applicable law. The Board may adopt such procedures for the conduct of the hearing, as it deems necessary. It may require testimony to be provided under oath and may make a transcript of the hearing, but shall not be required to do so. The decision of the Board shall be provided to the parents in writing within a reasonable time following the hearing, and the Board's decision shall be final.

8. School-sponsored or sanctioned activities for which the student has been properly pre-excused by the superintendent or principal

are exempted from and will not pertain to the policy. Students who go to school sponsored or sanctioned trips will be allowed to make up any work missed.

9. All absences will be considered excused except truancy. Absences such as doctor visits, hospitalization, chronic illness, etc., need to be verified with notes from the doctor explaining the reason for the absence. The Attendance Committee will take these notes into consideration.
10. An absent student will have one day for each absence to make up work. Long-range assignments such as term papers, reports, or test dates announced in advance will be due on their originally planned day or the first day the student is in attendance after the assignment was due. **IT IS THE STUDENT'S RESPONSIBILITY TO GET ALL MAKE UP WORK FROM THE TEACHERS.**
11. Absences resulting from out-of-school suspension or expulsion shall be treated like any other absence for purpose of this policy. Any suspension that is reversed by the Board of Education shall not be included for purposes of calculating absences under this policy.
12. Students are truant if after leaving their home for school, they do not attend school, they leave the school grounds during school hours without permission from the office, they are absent from school without making arrangements with their parents, or they are not where their parents expect them to be. Truancy will be handled on an individual basis. Most times the student will be required to make up lost time and will not earn credit for assignments missed during the time they were truant.
13. A Student who is absent cannot attend that day/night school activities.

Middle School Attendance

1. Over 3 absence the office will send home attendance letter.
2. 4th absence the student will do make-up sessions before or after school.
3. After 6th absence the student may have to go in front of the Attendance Committee to consider retention.

CATEGORIZATION OF ABSENCES, ADMIT REQUIREMENTS, AND MAKE-UP POLICY

EXCUSED: a parent or guardian must notify the attendance office, preferably the day of the absence(s). To report your student's absence by phone, call 656-3391 between the hours of 7:30a.m. and 4:00 p.m.

Reasons:

PERSONAL ILLNESS – notification from the home is all that is required. However, students are strongly

encouraged to support all absences with medical notes in case the student surpasses the six period absence limit. Absence from school for illness ANY PART OF THE DAY makes a student ineligible to practice or participate in an activity for that day or night. Students missing for medical appointments, drivers test, funerals, or other occasions can be cleared to participate in after-school activities with PRIOR administrative approval.

The State Department of Health recommends that schools send a student home if the student's oral temperature is 100 degrees or higher. Students may be readmitted to school when there has been no fever in the preceding 24 hours without medication to reduce the fever.

FUNERALS

DRIVER'S TEST

DOCTOR'S APPOINTMENTS - If a student made an appointment several days in advance, he/she must make homework arrangements in advance with the teacher.

PARTICIPATION IN SCHOOL SANCTIONED ACTIVITIES

RELIGIOUS OBSERVANCES

OTHER JUSTIFIABLE REASONS CLEARED BY THE ADMINISTRATION

Admit Requirements: The student will not need an admit to get into class the following day if the absence was cleared the day before returning to school. The student's name will be listed as excused on the next bulletin. If the absence is reported and cleared after the bulletin is printed, the student will have to obtain an admit slip. If the absence is not cleared or reported, the student is considered truant and will remain so until the absence is verified or deemed to be truant. Make-up work policy: Students will be given one day to make up work for each day they are absent. Example: If you are excused on Monday, your work is due on Wednesday. Unless work was previously assigned, it is due when assigned. **IMPORTANT NOTE: *College Visits*** accompanied by a parent will be considered as an excused absence but must be set up through the guidance office as a formal visit with the participating college or university. A student is responsible for making arrangements with each teacher in ADVANCE. Failure to do so could result in a "zero". Students who have missed more than 6 days of absences throughout the school year will not be eligible for college visits.

Students who miss any part of school the day of an activity or the Friday before a weekend activity may not participate in that activity event, unless approve by the administration.

PLANNED OR AVOIDABLE: Reasons: Those absences for which the parent or guardian notify the school but do not fit into the excused category. The reasons for these absences must be acceptable to

the administration. If they are not, they may be classified as trancies. Admit requirements: If the parent called prior to the absence and before the bulletin is printed, no admit will be necessary. Make-up work policy: Arrangements for make-up work must be made before the absence. Also the absence must be cleared through the office. If this procedure is not followed, a "0" will be issued.

TRUANCY/EDUCATIONAL NEGLECT: Absences with or without the school and/or the parent's permission or knowledge. If a call is not made the day of the absence or a note not brought in the next morning, the absence will be counted as truancy and dealt with accordingly.

Students leaving a class or the building without properly checking out through the office will be counted as truant. Students leaving for Vocational Classes and not returning for afternoon classes will be considered truant.

Admit requirements: Sent by instructors to the office immediately. An F will be issued for class work done the day of the absence and for the assignments to be turned in the day of the absence. (policy 2340)

HOMework REQUEST Parents can request homework assignments for extended absences beyond one day by calling 656-3391 before 10:00 a.m. Assignments can be picked up after 3:00 p.m. Calls after 10:00 a.m. can schedule pick-up the next day.

OVERALL MAKE-UP POLICY Students will be given one day to make up work for each day they are absent. Example: If you are excused on Monday, then your work is due on Wednesday. Unless work was previously assigned, it is due when assigned. If a student is in school any part of the day, then it is his/her responsibility to turn in all work due that day and to get assignments for the next day. If this procedure is not followed, then a "zero" will be issued.

LEAVING THE CLASSROOM OR BUILDING

Students will not be excused during class to run errands unless an emergency situation occurs. This should be cleared through the principal's office. Students will not be allowed to leave without a parent or guardian's permission. No student should be excused from one class to do work in another class unless in full agreement with both teachers, and the teachers should do the asking, not the student. The student phone in the office is to be used for emergency situations not for personal business. A student will only be excused to leave the building by a principal and must sign out before leaving. Failure to sign out will be treated as truancy.

SCHOOL ACTIVITIES Crest Ridge offers a variety of activities in a well-coordinated program that balances the academic program. Traditionally students involve themselves in some phase of athletics, dramatics, student government, or some of the many other activities. The activity program should have

something for everyone. Opportunities to learn, to lead, to practice democracy, and to simply have fun are all available to students. Various sports are offered throughout the school year to all desiring students. Each participant must have an approved physical examination. Each sport at the high school practices after school. Any interested students should talk with the respective coaches.

SCHOOL DANCES

School dances are provided for the student body on a regular basis. Student and (guest behavior – 20 and under) should reflect good behavior and school policy at all times. All guests need to be a minimum of 9th grade or higher (no middle school or elementary age students will be permitted). Guests need to be signed up in the office no later than 48 hours prior to the dance. Students need to provide the following information regarding their guest: name, age, grade level, and high school attended (if applicable). Incomplete information about a guest may result in the denial of admission. Once a student/guest has departed from a dance, he/she will not be permitted to re-enter.

Dress for most dances should be semi-formal or business casual (unless specified otherwise). Prom is treated as the only “formal” or black-tie dance. The home is encouraged to ensure a student is dressed appropriately before arriving at a dance.

Unacceptable apparel may be grounds for the student to be sent home.

Students who are on the ineligibility list at the time of the dance will not be eligible to attend (Prom excluded).

ATHLETICS

Crest Ridge offers a variety of athletic sports team for the fulfillment of our students. An updated physical (obtained on or after February 1st of the previous school year) and proof of insurance are required before any student can participate in practice, camps, and/or contests.

FALL	WINTER	SPRING
Volleyball	Girls Basketball	Boys Baseball
Football	Boys Basketball	Girls Softball
Cheer	Cheer	Track-Girls/Boys
		Golf-Girls/Boys

Baseball and Softball are HS only

SPORTSMANSHIP EXPECTATIONS

1. Consider the athletic opposition and officials as guests and treat them as such.
2. Respect the rights of students and spectators from opposing schools.
3. Respect the authority and judgment of the coaches.
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 or she is removed from the game.

7. Support the cheerleaders wholeheartedly.
8. Accept official decisions as final.
9. Show self-control at all times during and after the game.
10. Consider it a privilege and a duty to encourage everyone (players and spectators alike) to live up to the spirit of the rules and of fair play and sportsmanship. Students, patrons, and visitors exhibiting poor sportsmanship may be subject to consequences ranging from temporary removal to a permanent ban from extracurricular activities.

Bus Conduct/Transportation

It is the philosophy of the Crest Ridge R-VII School District that riding a bus is an extension of the classroom, and students are reminded that all school rules apply. Any student that meets the criteria for ridership may ride a district bus until it is deemed by the district that the student has violated the districts code of conduct. A “Code of Conduct” is designed to foster responsibility, to create respect for the rights of others, and to ensure the orderly operation of a school district. Specifically, this Code of Conduct is designed to ensure the safety of your child and all other students as they are transported. While this Code lists certain offenses which, if committed by a student, will result in the imposition of a penalty, it is not possible to list each and every offense which may result in the use of disciplinary action.

Expectations:

1. The student will let the adult (driver) be in charge, and will respond promptly to instructions given.
2. Students will be picked up and dropped off at their assign bus stop.
3. Students are to bring a written note from a parent/guardian in order to ride a different bus home.
4. Students will maintain a safe and clean bus environment by keeping all objects to themselves and disposing of trash in the proper receptacle.

Possible Consequences:

First Offense: A warning will be given and a misconduct report will be provided to the building principal.

Second Offense: Loss of bus riding privileges for up to three days. Parent will be notified.

Third Offense: Loss of bus riding privileges for up to ten school days.

Fourth Offense: Could be Loss of bus riding privileges for indefinite period of time, possible recommendation for long term bus suspension.

Severe violation: Any discipline determined to be severe will give the Administration the option of taking disciplinary action at any step.

Staff Listing of Crest Ridge Secondary School

Administration

Gary J. Manning – Principal
Marlon Dyer – Assistant Principal/Athletic Director
Kristy Bestgen – Administrative Assistant
Sandy Hobbs – Administrative Assistant

A+ Coordinator

Stacey McCune

Music

Leslie Tinkler
Robin Currence

Counselors

Joni Shelton
Jenny Steward

Art

Janet Bryan
Chasity Wilson

Comm. Arts

Michael Kersulov
Lisa Siegfried
Kristen Akin
Chelsea Everly

Vo. Ag.

Lee Crabtree

FACS

Rachel Dow

Math

Jennifer English
Carole Del Vecchio
David Owens
Tucker Woolsey

Media Center

Janet Smith

Foreign Lang.

Emma Pyszka

Science

Juanita Peaslee
Carmelita Tibai
Ashley Burris

Voc. Business

Tammy Dameron

Social Studies

Edwin Bridges
Linda Heishman
Jared Werges

6th Grade

Rose Ferguson
Nate Presezano
Nicole Kersulov

Physical Education/Health

Chris Cavanah
Katie Scherer
W.R Dow

Nurse

Debbie Hulver

Special Education

Sarah Marten
Heath Heckadon
Linda Baker – Para.

CREST RIDGE SECONDARY SCHOOL

Please sign and return the following sheet to the Office.

DATE: _____

I, _____
(PRINT STUDENT'S NAME), Have read and understand the following expectations and regulations of the Crest Ridge Secondary School, which have been set by the Crest Ridge Board of Education and Staff for the 2011-2012 school year.

Signature of Student _____

Signature of Parent/Guardian _____