

SCOTT HIGH SCHOOL



2018-2019

#1 Skyhawk Place
Madison, WV 25130
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Jacob Messer
Principal

Gabriel King
Assistant Principal

Angela Walker
Assistant Principal

NON-DISCRIMINATORY STATEMENT

In pursuit of a total education (curricular, extra-curricular, or co-curricular), Scott High School does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin.

WELCOME

Welcome to the 2018-2019 school year here at Scott High School! The administration, faculty, and staff wish you the best and hope you have a successful year in which you grow academically, behaviorally, and socially. Our goal is for you to leave Scott High School college or career ready so you will have the confidence and skills to fulfill your dreams and reach your potential. We will do our part as educators, but you have to do your part as students, which means you need to come to school, behave at school, and work hard and try your best at school. If you do those things, you will be successful. We want Scott High School to be known throughout West Virginia as a School of Excellence, but we cannot do it without you. It will take a team effort, but it can be done. With your cooperation, it will be done. Then, when you fill out a college or job application and you write down "Scott High School," you will have an advantage over your competitors because people will know you graduated from a school in which excellence was expected and achieved.

Jacob Messer, Principal

Gabriel King, Assistant Principal

Angela Walker, Assistant Principal

MISSION AND VISION STATEMENTS

One School... One Purpose... One Day at a Time

Our Staff Will Commit... Our Students Will Learn... Our World Will Benefit

Be Excellent in Everything You Do!

STUDENT CODE OF CONDUCT

In order for every student to have the opportunity to reach his or her potential, every student in the public schools of West Virginia **SHALL NOT** exhibit the following behaviors:

1. Anti-social conduct
2. Cheating
3. Disorderly conduct
4. Improper operation of motor vehicle
5. Inappropriate displays of affection
6. Inappropriate dress and grooming
7. Leaving school without permission
8. Possession of inappropriate personal property
9. Tardiness
10. Technology abuse
11. Tobacco
12. Trespassing
13. Truancy

PARENT-TEACHER CONFERENCES

Parents are urged to call the school to set up a conference appointment with their students' teachers when the need arises. A conference with a teacher often resolves misunderstandings. Please contact a counselor to request an appointment.

PROGRESS REPORTS AND REPORT CARDS

A progress report will be sent home for all students near the middle of each nine-week grading period. The purpose is to inform students and their parents or guardians of their grades in all classes. This gives every student the opportunity to work harder in those areas where it is needed. Students and their parents or guardians also can use Engrade (www.egradewv.com) to monitor their grades and communicate with their teachers. Report cards are distributed every nine weeks. The cumulative grade from all four nine weeks will be the student's final grade for that particular class.

GOING HOME FOR LUNCH

Only those students who have a permanent residence on the West Side of Madison may be permitted to walk home for lunch. However, those students first must get a permission slip from the office and have it signed by their parents before they can go home for lunch. This slip will be kept on file in the office. **No other students may accompany you if you go home for lunch.**

CLOSED CAMPUS

The Scott High School campus is closed. No student is allowed outside the boundaries of the campus without permission from the administration. Students are not permitted in the rear of the building or on the athletic fields unless supervised. When the weather is nice, the students will be outside. **Students who drive to school cannot return to their cars during the school day.**

STUDENT AND TEACHER PARKING POLICY

Upon arrival at school, you are to leave your car for the day. Underclassmen (juniors, sophomores, and freshmen) are to park on the visitors' side of the football field. Only seniors are permitted to park in the senior parking area. Students are prohibited from parking in the teacher parking lot. Cars are not to be parked directly in front of the school or on the street going up the hill. Also, cars cannot block any entry to school property. You are not permitted to drive to the Career Center without prior approval from the principal of the Career Center. Students who violate the parking policy will lose the privilege of parking on school property and their parents will be notified. You will not be permitted to drive home or leave school in your car through the sign-out method.

TEXTBOOKS

All students in Boone County Schools are supplied with free textbooks. It is students' responsibility to maintain the books assigned to them. Students shall be charged with any damages incurred while the book is assigned to them. In the case of a lost, stolen, or damaged book, the student assigned to that book shall be responsible to pay for such.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. Lost articles that are not claimed within a reasonable amount of time will be given to Goodwill Industries. Lost textbooks will be stored in the Media Center. Check there for missing books.

OBLIGATIONS

Students who owe money or need to return textbooks or other items are obligated to meet those payments. Until such payments are made, no other materials (free) will be issued. Their names will go on an "Obligation List" in the office. Payments and/or returns shall be made to the secretary. Remember to take care of your obligations. Transfers cannot be made, records cannot be released, and lockers cannot be assigned until all obligations (financial and otherwise) are met.

LOCKERS

Lockers will be assigned to students by their homeroom teachers. Each locker has a built-in combination lock. There will be no locker fee. A fee of \$10 will be charged for damaged lockers. **Lockers are property of Boone County Schools and can be searched at any time during the school year.**

HALL PASSES

Students must sign a classroom sign-out sheet and obtain a hall pass from their teachers before they can leave class. All teachers must maintain classroom sign-out logs. Hall passes must be visible while students are out of the classrooms.

ASSEMBLIES

Student behavior at assemblies must be refined and courteous. Students are personally responsible for the impression our school makes on guests who speak at our assemblies and stakeholders who attend our assemblies. Unacceptable conduct includes whistling, uncalled-for clapping, talking, eating, drinking, and using tobacco products. This conduct is unacceptable and subject to disciplinary action.

BUILDING NEATNESS

This is your building — keep it neat and clean at all times! Use the trash bins throughout the school and pick up litter around you even if it isn't yours. Take pride in your school, and do your part to make it an environment of which we all can be proud.

SCHOOL COUNSELORS

Our school counselors are available to serve the educational, social, and personal needs of our students. If you want to see the counselors, you will need to schedule an appointment during your lunch period. You also can find information about colleges, scholarships, careers, vocational schools, and pamphlets dealing with many social and personal problems. These materials can be checked out, so please make use of them. Requests for transcripts must be submitted in writing to the counselors three days prior to pick-up. Our counselors will be unavailable from 10:40 a.m. until 11:40 a.m. each day, so please schedule your visits accordingly.

INCIDENTS

Every incident that occurs in the school building, on the school grounds, at practice sessions, or at athletic events sponsored by the school must be reported immediately to the person in charge and to the school office. An incident report will be completed and placed on file in the office and with the Boone County Board of Education.

VISITORS

Only visitors with legitimate business reasons will be allowed to enter the school campus area. All visitors must check in with the office upon arrival. Visitors will be issued a pass that must be returned upon leaving the school.

WITHDRAWALS AND TRANSFERS

Students who are transferring to another school must report to that school and meet with the counselor to enroll. If withdrawing from Scott High School, you must see a counselor to complete the necessary forms. All books and other school-owned materials must be returned before you leave the school. Parents are required to be present at this time.

HONOR ROLL AND HONOR BANQUET

All students who maintain a grade point average of 3.5 or better for each of the first three grading periods shall be placed on the Principal's Honor Roll and will be invited to attend the Honor Banquet. Each student shall receive a certificate of merit to acknowledge his or her achievement. Students who have a grade point average of 4.0 (unweighted) on their report cards for the particular grading periods shall be on the "A" honor roll. Students who have a grade point average between 3.0 and 3.99 on their report cards for the particular grading periods shall be on the "B" honor roll.

STUDENT INFORMATION SHEET

Student Information Sheets are distributed to all students at the beginning of each school year. Parents are to complete these and return them to the school for reference in case of an emergency. Please list any special health problems so school officials will be better equipped to handle possible problems. **Only parents, guardians, or designated adults listed on a student's information sheet will be allowed to sign out that student. No exceptions! All students regardless of age must be signed out by a parent, guardian, or designated adult. Sign outs will not be permitted over the phone!**

BUS NOTES

Bus notes must be signed by a parent or guardian, and they must be turned into the office before first block with a phone number for verification purposes. **Bus notes will not be taken over the phone.**

HONORS DISTINCTIONS AND ISSUANCE OF WEIGHTED GRADES FOR ADVANCED COURSES

Honors and Advanced Placement courses are classes provided in the high school curriculum that offer a unique challenge for students. "Honors" courses are ones that require in-depth study, a greater quality and quantity of content knowledge, an increased emphasis on analytical skills, and an emphasis on research and writing when appropriate. "Advanced Placement" courses are ones in which students can receive college credit upon scoring above a specific level on tests provided by the College Board organization. AP courses must follow the course descriptions provided by the College Board, and teachers are strongly encouraged to receive training prior to teaching such courses. Students will be required to take the AP exam at the end of the course to receive a weighted grade.

Honors and AP courses will be reviewed each year by a county committee consisting of the three high school principals and the assistant superintendent for curriculum to monitor the quality, content, and methods of instruction. All students enrolled in AP courses (and having taken the AP exams) will receive "Weighted Grades." All students enrolled in Honors courses and required dual credit classes will receive "Weighted Grades."

For Honors and AP courses, letter grades will be translated into the following numeric quality point equivalents listed below:

Regular	Honors	AP	Dual Credit
A=4.0	A=4.5	A=5.0	A=4.5
B=3.0	B=3.5	B=4.0	B=3.5
C=2.0	C=2.5	C=3.0	C=2.5
D=1.0	D=1.5	D=2.0	D=1.5
F=0.0	F=0.0	F=0.0	F=0.0

Weighted grades shall be used to determine honor rolls and other academic honors. Cumulative grade point average calculations to determine honor distinctions of highest honors, high honors, and honors will be based on the courses below:

4 Math	1 Physical Education	3 Science	1 Arts
4 English	4 Social Studies	1 Health	*1 Computer Application

*Graduating classes of 2019 and 2020 only

When one of the listed courses is repeated to improve a grade, both the original grade and the new grade will be used in the calculation of the GPA for class ranking. When determining honor distinctions, the student can choose the grades earned in any four courses in mathematics and any three courses in science taken in grades 9-12. The students also shall use the grade earned in any one course in the arts. The students also shall use the grades earned in the four required courses taken in English and the four required courses taken in Social Studies.

Only courses taken in grades 9-12 shall be used to determine honor distinctions. Algebra I, foreign languages, and other high school-level courses taught prior to the ninth grade shall be counted as elective courses at the high school, but they will not be used for honor distinctions and class rankings.

Honor distinctions shall be calculated at the end of the third nine weeks grading period utilizing only the designated courses. Courses completed in one semester, using the block-schedule format, shall be given 1.0 unit credits when calculating GPA. Courses that run the entire school year shall use two half-credit units (0.5 semester credits) when calculating GPA. Honors bestowed upon graduating seniors in Boone County shall be based upon outstanding achievement in a rigorous academic program in grades 9-12.

Honor Distinctions:

3.75-3.99 GPA — Honors	4.00-4.24 GPA — High Honors	4.25 and above GPA — Highest Honors
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HONORS

Students meeting the GPA criteria and wanting to be considered for honor distinctions must complete the ACT by December 31 of their graduating year. A student who wants to take the ACT but is unable to do so because of a family financial hardship may seek assistance with the ACT registration fee by speaking to one of our school counselors. Limited assistance will be made available for this purpose for students who meet the eligibility guidelines as determined by the criteria set forth in the ACT waiver guidelines.

The value added points for ACT composite scores are as follows:

12-20 = 1 point	21-23 = 2 points	24-26 = 3 points	27-29 = 4 points	30-36 = 5 points
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The points awarded for the best single composite score achieved on the ACT will be added to the GPA quality points to determine the final average. The GPA is determined by multiplying the listed courses times the quality points earned for each listed course plus the value added points earned for the ACT composite score. This total is divided by the number of courses listed in this policy to determine the final average. The formula is as follows:

$$\frac{(\text{Listed Courses} \times \text{Quality Points}) + \text{Value Added Points}}{\text{Number of Courses}} = \text{Average GPA}$$

All honor students (honors, high honors, highest honors, and Promise Scholars) will be given cords dependent upon the level of achievement. In addition, an honor stole will be available for all National Honor Society and Career and Technical Honor Society members. Cord colors will be determined as follows:

Highest Honors = Gold stole with lettering "Highest Honors" High Honors = Gold cord Honors = White cord
 Promise Scholars = Light blue cord NHS = Stole NTHS = Stole

Student speeches to be given at graduation will be chosen from the highest honors students. In the event of more than one student receiving highest honors, the student with the highest class ranking GPA will be selected to represent the senior class and deliver the commencement address. The speech must be presented to the principal for content approval. All students designated as highest honors will be eligible to represent Scott High School at "Best of the Class" or any other event or activity honoring top students. If there are more students receiving highest honors than there are slots available for "Best of the Class" or any other event or activity honoring top students, school representatives will be selected in rank order using the class ranking GPA formula noted in the policy.

Students transferring from one school to another within the district shall have their credits accepted at face value and shall be considered for honors. Students transferring to Boone County Schools from outside of the county must have spent their entire senior year in Boone County Schools before they can be considered for honor distinction at commencement activities.

If any of this rule or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this rule.

COURSES REQUIRED FOR GRADUATION	CREDITS REQUIRED FOR CLASSES OF 2019-2022
English	4
Social Studies	4
Math	4
Science	3
Health/Intro	1
Physical Education	1
Personalized Education Plan Classes	4
Electives	2
The Arts	1
TOTAL CREDITS	24

Note: Class of 2022 students must have one math class per year all four years regardless of total credits.

CLASSIFICATION OF STUDENTS WHO DO NOT PROGRESS IN NORMAL SUCCESSION

GRADE	MINIMUM UNITS REQUIRED (2019-2022)
9	0
10	6
11	12
12	18
UNITS NEEDED FOR GRADUATION	24

FINAL TEST POLICY

A final exam tests the result of the work you have accomplished in your classes. Students in all grades will take comprehensive final tests at the end of the first and second semesters.

CLASSROOM MAKE-UP POLICY

Students who are absent have the right to complete all work they missed. Students must request from their teachers any assignments that were completed during their absences. Students will have one day for each day missed to make up work missed because of an absence. **It is the students' responsibility request their make-up work from their teachers.** All work not completed on schedule will be recorded as zeros unless the teacher agrees to an extension of time because of an emergency situation. Students who are out of school one week or more may request assignments through the counselors or email their teachers through Engrade (www.engradewv.com). Contact the Department of Exceptional Children for Homebound at 369-3131 for an absence in excess of three weeks because of illness.

ARRIVAL AT SCHOOL

All students must go directly to the gym or cafeteria upon arrival at school, and they must enter at the front entrance. All students will remain in the gym or cafeteria until the bell rings to dismiss.

ANNOUNCEMENTS

Announcements are made over the school intercom system at the beginning of first period and the end of eighth period. A form is available in the office. Announcements submitted by students must have the written approval of a teacher or sponsor. Unless an emergency arises of an unusual nature, classes should not be interrupted by announcements.

OFFICE PROCEDURES

Students will not be called out of class other than to be signed out or in the event of an emergency. The office phones are to be used by students only in the event of an emergency.

SCHOOL CLOSING DUE TO WEATHER

When schools are closed because of weather conditions, area radio stations are notified of the closing by 6 a.m. The Boone County Schools website — www.boonecountyboe.org — will be the first notification. Please do not call the school or the radio station because neither will have any additional information.

EXTRA-CURRICULAR ACTIVITIES POLICY

All activities that are of educational value to students should be considered as part of the regular school curriculum. However, some activities by their very nature must be conducted during after-school hours. Some of these require much time and energy and should be participated in only by students who can do so without seriously endangering their academic progress. Therefore, the following eligibility rules will govern all students who participate in those activities that require after-school practice and performance at Scott High School.

■ Any student who wants to participate in any extra-curricular activity for which a grade is NOT given must have and maintain a 2.0 grade point average, or an overall grade of "C." This ruling applies to all clubs, organizations, athletic teams, majorettes, and cheerleaders. Band is not included. This ruling comes from the West Virginia Secondary School Activities Commission and the West Virginia Department of Education.

■ Any student who participates in an extra-curricular activity must be in school the full day of the activity or event (or have approval from the school administration) in order to participate. You may not sign in or sign out on game day. **Student-athletes with 10 or more unexcused absences or 10 or more out-of-school suspension days will be ineligible for participation for the remainder of the school year, per Boone County Schools Attendance Policy.**

■ Scott High School does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin.

STUDENT RECOGNITION AND AWARDS

Students are recognized in academic and non-academic arenas throughout the year. They also are recognized for their achievement, hard work, and dedication to various projects and activities. All staff members are permitted input, primarily through written nominations. Other student awards are given during graduation and an underclassmen awards day at the end of the year.

SCHOOL INTEREST GROUPS

We are fortunate to have many members of the community directly and indirectly involved in supporting our school. If you are interested in becoming a member of one of these groups, please contact the school. Organized interest groups include athletic boosters, band boosters, parent volunteers, business partners, school advisory council, and school improvement council.

DISCIPLINE POLICY

One of the most important lessons education should teach is discipline. Although it does not appear as a subject, it is the basis for the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. Also, it is the key to good conduct and proper consideration for other people. With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint, which will make you a better person.

EXPLANATION OF IMPORTANT TERMS

Offense: A violation of school rules occurring on school property, while riding a school bus, or while attending any activity or function under the jurisdiction of the school.

School Time: West Virginia State Law puts students under the jurisdiction of the school from the time they leave home to come to school until they arrive back at home at the end of the school day and/or any activity or trip conducted under the auspices of Boone County Schools.

Tardies: It is the responsibility of the student to arrive to class on time. Warning bells sound at one minute before the tardy bell for each class and homeroom.

In-School-Suspension (ISS): Suspension of students from the school setting has become a last-resort sanction imposed by the schools. In-school suspension is a way to deal with student discipline problems that normally would result in out-of-school suspension. While students are in ISS, they will complete a character education packet for each day of the suspension. Failure to complete a character education packet before the end of the day will result in an additional day of ISS. Students will be responsible for completing their normal classroom assignments on their own time unless they finish the assigned character education packet early. They then may work on their normal classroom assignments, as provided by their regular classroom teachers, under the supervision and guidance of the ISS supervisor. Students are totally restricted during ISS. They will be with the ISS supervisor in a designated place for the entire school day until re-entry is earned to the regular program by meeting specific requirements.

Out-of-School Suspension (OSS): Suspension from school for a specified number of days (up to 10 days) for any offense means the student may not attend class or any other school function, ride a school bus, or enter school grounds, except for a pre-arranged conference with a school administrator. It also includes not being able to attend or participate in after-school functions, such as sports, dances, homecoming activities, etc. When a student commits an offense and is suspended on Friday during school, the suspension begins at the end of the school day; therefore, a student would be unable to participate in any Friday night activities or events. Furthermore, he or she may not participate in school-sponsored activities until the next school day following the suspension or expulsion. The student must have met all re-entry requirements before being permitted to return to school.

Expulsion: The Board of Education may authorize the expulsion of any student for a commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for the violation of written rules and regulations established by the county or state boards of education. Expulsion is the loss of privilege to attend classes or other school functions for a period of up to one year.

Noon Detention: Noon detention may be assigned at the discretion of teachers and administrators for several types of student violations. Noon detention will run for the entire lunch period. Failure to report may result in ISS or OSS.

ATS: The Alternative to Suspension program is used at the discretion of the administration to provide a learning experience for first-time offenses of tobacco possession at school. Students who participate in the ATS program will get their lunch and report to Room 102, where they will participate in a program that teaches the dangers of tobacco use. This program takes approximately four consecutive lunch periods to complete.

Peer Mediation: A team of specially trained students are available to help students settle differences through effective communication. Students who are experiencing conflicts can discuss the problem and possible solutions. All participants will sign a written summary, which will include the agreement that was reached and the steps that need to be taken to resolve the conflict.

POLICIES USED TO GOVERN DISCIPLINE

Drug and Alcohol Abuse (County): Any student who has in his or her possession or is under the influence of a controlled substance or alcohol shall be suspended from school for not more than 10 days and a possible recommendation for expulsion from Boone County Schools. The parent(s) must accompany the student back to school for a conference with the school officials before conditional re-admittance is granted. If the parent(s) do not appear for a conference, the matter will be referred to the Superintendent of Schools, who may grant an extension of the suspension and report the matter to the Board of Education. A warrant may be secured by the investigating officer for the arrest of the individual suspended for selling or passing a controlled substance or alcohol.

Tobacco Use: Students shall not smoke or dip snuff in the building or on school property. Use of any tobacco product on school property is illegal and may involve legal action to be taken. In addition, students are not to have in their possession or on their person any tobacco product, electronic cigarettes, or a vapor pen while they are on school property.

DISCIPLINARY ACTION

Level IV Offenses

Illegal Substance-Related Behaviors and Drug Possession and/or Use

All incidents: Parent conference/10 days OSS/contact law enforcement/expulsion recommendation/possible juvenile drug court/incorrigible petition filed with juvenile court system

Possession and/or use of Dangerous Weapon

All incidents: Parent conference/10 days OSS/contact law enforcement/expulsion recommendation/incorrigible petition filed with juvenile court system

Battery against a School Employee

All incidents: Parent conference/10 days OSS/contact law enforcement/expulsion recommendation/incorrigible petition filed with juvenile court system

Any Felony

(arson, bomb threat, sexual assault, terrorist act, malicious wounding, etc.)

All incidents: Parent conference/10 days OSS/contact law enforcement/expulsion recommendation/incorrigible petition filed with juvenile court system

Illegal Substance-Related Behaviors and Alcohol Possession and/or Use

All incidents: Parent conference/5-10 days OSS/possible contact law enforcement/possible expulsion recommendation/possible juvenile drug court/incorrigible petition filed with juvenile court system

Level III Offenses

Battery against Student

(a student will not unlawfully and intentionally injure another student)

All incidents: 10 days OSS/contact law enforcement/possible expulsion recommendation/incorrigible petition filed with juvenile court system

Bullying/Harassment/Intimidation/Derogatory Remarks

(racial, sexual, ethnic, religious, or handicapping)

1st offense: Parent conference/1-3 days ISS

2nd offense: Parent conference/minimum 3 days OSS

3rd offense: Parent conference/discretion of administrator up to 10 days OSS

False Fire Alarm

(any student who knowingly and willingly sets off a fire alarm)

All incidents: Parent conference/5-10 days OSS

Defacing School Property/ Vandalism

All incidents: Parent conference/possible ISS or OSS/restitution/contact law enforcement

Tobacco/Electronic Cigarettes/Vapor Pens Possession or Use

1st offense: Parent conference/3 days ISS or 4 days of cessation class if available

2nd offense: Parent conference/3 days OSS/citation from a police officer

3rd offense: Parent conference/3-5 days OSS/citation from a police officer/incorrigible petition filed with juvenile court system

Threat of Injury/Violent Behavior

All incidents: Minimum 3 days OSS and up to 10 days OSS/possible expulsion recommendation

Stealing/Larceny

All incidents: Depending on the value of item stolen, the administration will use discretion to fit the disciplinary action to the offense. Students may have to make restitution. Authorities will be notified if appropriate. Property valued over \$1,000 is considered to be a felony.

Level II Offenses

Physical Fight without Injury

1st offense: 5 days OSS/possible law enforcement/possible incorrigible petition filed with juvenile court system

2nd offense: 5-10 days OSS/contact law enforcement/incorrigible petition filed with juvenile court system

3rd offense: 10 days OSS/contact probation officer/possible recommendation for expulsion

Insubordination

(a student who ignores or refuses to comply with directions or instructions from school authority)

1st offense: parent conference/1-3 days ISS

2nd offense: parent conference/1-3 days OSS

All others: parent conference/3-5 days OSS

Abusive Language Directed Toward Faculty or Student

All incidents: parent conference/3-5 days OSS

Profane Language/Obscenity

1st offense: parent conference/3 days detention

2nd offense: parent conference/1 day ISS

3rd offense: parent conference/1-3 days ISS

All others: parent conference/1-3 days OSS

Disrespect to Faculty

1st offense: parent conference/1-3 days ISS

2nd offense: parent conference/3-5 days ISS

3rd offense: parent conference/1-3 days OSS

All others: parent conference/3-5 days OSS

Leaving the Building/Going off the Campus/Being in Off-Limit Areas

1st offense: parent conference/1-3 days ISS

2nd offense: parent conference/3-5 days ISS

3rd offense: parent conference/1-3 days OSS/incorrigible petition filed with juvenile court system

Excessive Days of Noon Detention per Semester

After a student receives his or her 5th day of noon detention for any reason in a semester, the 5th and each additional day of detention will result in 1 day of ISS.

Excessive Days of ISS per School Year

After a student receives his or her 4th assignment of ISS for any reason in the school year, the 4th and each additional assignment of ISS will result in 3-5 days of OSS.

Level I Offenses

Tardiness to Class

1st offense: warning (teacher documents)

2nd offense: parent notification/1 day detention

All others: parent conference/3 days detention

Tardiness to School/Late Sign-In/Early Sign-Out

1st offense: 3 sign-ins or 3 sign-outs will result in 1 day detention

2nd offense: 6 sign-ins or 6 sign-outs will result in 3 days detention

All others: 9 or more sign-ins or 9 or more sign-outs will result in 1-3 ISS

Tardies for sign-ins will be counted from 7:30 a.m. until 9:06 a.m.

Tardies for sign-outs will be counted from 1:10 p.m. until 2:44 p.m.

Skipping Class

1st offense: parent conference/1-3 days ISS

2nd offense: parent conference/3-5 days ISS

All others: parent conference/5-10 days ISS

Leaving school without following proper sign-out procedures will be treated the same as skipping. Students must sign out with a parent, guardian, or designated adult present. Refer to the sign-in/sign-out policy for additional information.

Dress Code Violation

All incidents: Change clothing immediately

1st offense: parent notification/1 day detention

2nd offense: parent conference/3 days detention

3rd offense: parent conference/1-3 days ISS

All others: parent conference/3-5 days ISS

Hats are NOT to be worn in the building. Wearing a hat in the building will be treated as a dress code violation.

Inappropriate Displays of Affection

1st offense: parent notification/1 day detention

2nd offense: parent conference/1 day ISS

3rd offense: parent conference/3-5 days ISS

All others: parent conference/1-3 days OSS

No Hall Pass

1st offense: parent notification/1 day detention

2nd offense: parent notification/3 days detention

All others: parent notification/1-3 days ISS

All students will use the school-issued hall passes.

Disrupting Class (not following classroom rules)

1st offense: parent notification/1 day detention

2nd offense: parent conference/1-3 days ISS

3rd offense: parent conference/3-5 days ISS

Inciting or Instigating Disruptive Behavior

(This can occur through face-to-face conversations or social media messages)

1st offense: parent conference/1-3 days ISS

2nd offense: parent conference/3-5 days ISS

3rd offense: parent conference/1-3 days OSS

Cell Phones/Electronic Devices

1st Offense: 1 day of detention/cell phone taken to office/parents notified to pick up cell phone

2nd Offense: 1 day of in-school suspension/cell phone taken to office/parents notified to pick up cell phone/no cell phone at school for 1 week*

* If student brings cell phone to school during that time, he or she will serve 3 days of out-of-school suspension for insubordination and will have his or her cell phone privileges revoked for the rest of the school year.

3rd Offense: 1 day of out-of-school suspension/cell phone taken to office/parents notified to pick up cell phone/no cell phone at school for 1 month*

* If student brings cell phone to school during that time, he or she will serve 3 days of out-of-school suspension for insubordination and will have his or her cell phone privileges revoked for the rest of the school year.

All Other Offenses: 3 days of out-of-school suspension/cell phone taken to office/parents notified to pick up cell phone/no cell phone at school for 1 semester

* If student brings cell phone to school during that time, he or she will serve 3 days of out-of-school suspension for insubordination and will have his or her cell phone privileges revoked for the rest of the school year.

Students cannot use their cell phones and electronic devices during class; they can use their cell phones and electronic devices during breakfast and lunch and between classes. All cell phones and electronic devices (MP3 players, cell phones, tablets, portable video game systems, radios, beepers, etc.) must be turned off and put away during class.

Disruptive/Disorderly Conduct

1st offense: parent notification/3 days detention

2nd offense: parent conference/1-3 days ISS

3rd offense: parent conference/3-5 days ISS

All others: parent conference/1-3 days OSS

Academic Dishonesty/Cheating/Plagiarism

1st offense: parent notification/3 days detention

2nd offense: parent conference/1-3 days ISS

3rd offense: parent conference/1-3 days OSS

Sleeping in Class

1st offense: parent notification/1 day detention

2nd offense: parent conference/3 days detention

3rd offense: parent conference/1-3 days ISS

Violation of School Rules

1st offense: parent notification/1 day detention

2nd offense: parent conference/1 day ISS

3rd offense: parent conference/1-3 days ISS

False Identification/Forgery/Fraud

1st offense: parent conference/1-3 days ISS

2nd offense: parent conference/3-5 days ISS

3rd offense: parent conference/1-3 days OSS

Inappropriate Behavior during School-Time Activities and/or Events

All incidents: parent notification/removal from event/possible denial of privilege to participate in future school activities/possible detention, ISS, or OSS depending on the incident

Littering

1st offense: parent notification/1 day detention

2nd offense: parent conference/3 days detention

3rd offense: parent conference/1-3 days ISS

Failure to Attend Detention or Study Hall

All incidents: 1 day ISS

STUDY HALL

Students who are failing two or more classes will report to mandatory study hall during their non-eating lunch periods until they no longer are failing any classes. If students do not bring assignments to complete, they will complete disciplinary packets during study hall. Failure to report to study hall will result in one day of in-school suspension.

The Lunch A study hall teachers for juniors and seniors are Mrs. Darnell in Room 201, Mrs. Farmer in Room 222, Mrs. Passero in Room 206, Mrs. Runyan in Room 208, and Ms. Thompson in Room 114. The Lunch B study hall teachers for freshmen and sophomores are Mr. Kuhn in Room 207, Mrs. McClure in Room 204, Mr. Schultz in Room 119, Ms. Strange in Room 227, and Mrs. Vance in Room 225.

Students who receive study hall three times in a nine-week grading period will be placed in the full-lunch study hall with Mr. Boyd until they no longer are failing any classes. Students who receive study hall four or more times in a nine-week grading period will be placed in the full-lunch study hall with Mr. Boyd for the rest of the semester. Students who are assigned to Mr. Boyd's study hall will report to Room 124, where they will eat their lunches and complete their class assignments and/or disciplinary packets for the entire hour.

FIRE DRILL INSTRUCTIONS AND PROCEDURES

During a fire drill or any type of emergency situation, students will leave the building in an orderly and quiet manner. Speed in emptying rooms, while desirable, should be made secondary to the maintenance of proper order and discipline. Signs are posted in each classroom showing proper fire drill procedures. Upon reaching the designated area, students are to form a straight line and remain quiet to assist the teacher in checking the class roll. In case an exit or exits are blocked, you are always to use the closest exit and proceed to your designated area. If, for some reason, you are not in your classroom when the fire alarm sounds, exit the building through the closest door and locate your teacher once outside the building.

GRADUATION PRACTICE

Practice is necessary for graduation to flow smoothly; therefore, graduation practice will be held prior to graduation.

Attendance at all practices is mandatory. Failure to attend these events without advanced administrative approval may result in the failure to march at graduation.

PROM

Prom will be limited to guests age 21 and younger. Students who drop out of school will not be permitted to attend the prom. Students who have 10 or more unexcused absences or 10 or more out-of-school suspension days through April 19, 2019, will not be permitted to attend the prom. Students who are in grades 11-12 and their dates who are in grades 9-10 must have a valid prom contract completed and turned in by the deadline. The deadline to change guest registration will be 8 a.m. on Thursday of prom week.

DRIVER ELIGIBILITY

Enrollment form requests must be submitted one day in advance in the office. These forms are required before taking your learner's or driver's test. If a student has 10 consecutive unexcused days or 15 total unexcused days, they will not be eligible for an enrollment form. Students who have a learner's permit or driver's license and have 10 consecutive unexcused days or 15 total unexcused days will have their learner's permit or driver's license revoked by the Department of Motor Vehicles.

BOONE COUNTY ALTERNATIVE SCHOOL

The Heilig-Meyers Building in Madison will be the site for Boone County's Alternative School. An Education First grant and a Boone County Schools supplement were awarded for this purpose. Upon assignment to this school, you will receive a detailed explanation regarding rules and regulations for attendance and behavior.

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

SCHOOL ATTENDANCE AND EXCUSES

Students are allowed six home excuses during the school year. All excuses — home or doctor — must be submitted to the office no later than two days after returning to school following an absence. No excuses will be accepted after the two-day time frame.

All educational excuses need to be requested in writing and pre-approved by the principal. If approved, the student must submit a one-page written report for each day he or she was absent. The report will explain what he or she learned during his or her educational trip. Educational excuses cannot exceed three days per year.

LUNCH PROCEDURES

Lunch for 9th and 10th grade students will begin at 10:40 a.m. and end at 11:10 a.m. If parents or guardians want to bring lunch to their children, they must be here no earlier than 10:40 a.m. and no later than 10:55 a.m.

Lunch for 11th and 12th grade students will begin at 11:10 a.m. and end at 11:40 a.m. If parents or guardians want to bring lunch to their children, they must be here no earlier than 11:10 a.m. and no later than 11:25 a.m.

Lunches, food, and drinks will not be accepted in the office at any time during the day. Students will not be called over the intercom to pick up their lunches. If parents or guardians are bringing lunch to their children, it is their responsibility to notify their children when they arrive at the main entrance of the building. Students will be permitted to pick up their lunches from their parents or guardians at the main entrance. Students are not permitted to have food delivered by area restaurants.