



Student Handbook 2011-2012

HANNIBAL HIGH SCHOOL & HANNIBAL CAREER & TECHNICAL CENTER

Home of the Pirates

HHS

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HHS Website

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Hannibal High School Parent Link

<https://sisk12.hannibal.k12.mo.us/hb/Default.aspx>

WELCOME PIRATES

The faculty and administration would like to take this opportunity to extend to each of you a very sincere welcome. A special welcome is extended to new students. We are pleased to have each of you as a part of our school. We hope the new school year will be a successful one for all. During the months ahead, your abilities will increase and your interests will widen. Splendid opportunities in education and friendship with others will be offered to you.

As school opens, there will be many things you will want to know about your studies and other phases of school life. As the year passes, questions will continue to arise. Many of the answers can be found in this handbook. Reading this material carefully will give you a better understanding of your school. If you or your parents have any questions which are not answered, please feel free to call upon any member of our staff. We want to see each student at Hannibal High School succeed. It is our belief that this can best be achieved if students and teachers work together.

HANNIBAL HIGH SCHOOL **PHILOSOPHY AND OBJECTIVES**

STATEMENT OF PHILOSOPHY

Every student has dignity and value as an individual. Each is entitled to a safe, supportive school staffed by qualified, caring professionals. The student will have the opportunity to grow personally and to contribute to our complex society. The school will provide a wide variety of courses and facilities to serve individual needs and differences. Emphasis on a solid academic foundation will enable the student to meet the challenges of chosen occupational training, whether during high school or after graduation. The responsibility for a quality education is shared by the student, parents, community, and the school.



OBJECTIVES

Through educational experiences the student will have the opportunity:

1. To develop a respect for the uniqueness and value of each individual and subsequently to become more responsive to the needs and rights of others.
2. To develop self-discipline as it relates to moral, spiritual, and ethical values.
3. To cultivate intellectual curiosity, an enthusiasm for study and achievement, and an awareness of the enjoyment that results from learning.
4. To develop the ability to think clearly, critically, creatively, and independently.
5. To evaluate his or her own needs, aptitudes, abilities, and interests.
6. To develop the ability to communicate effectively through reading, writing, listening, speaking, and spelling correctly.
7. To develop the proficiency in mathematics that is required to continue education past the high school level or to enter the job market.
8. To develop an interest in, knowledge of, and respect for science on a level adequate to function in a science-oriented society.
9. To promote the ideals of good government and to explore the role of the United States in international relations.
10. To develop an interest in, appreciation for, and awareness of the value of the arts for enriching life.
11. To develop a positive attitude toward maintaining overall physical fitness with emphasis on team and lifetime sports.
12. To accept personal responsibility for health, hygiene, nutrition, and safety.
13. To develop an understanding of the importance of the family.
14. To recognize the personal and social significance of work.
15. To acquire knowledge and skills needed for college and/or job entry.

GUIDANCE AND COUNSELING DEPARTMENT

The guidance and counseling program at Hannibal High School is involved with the educational, vocational, personal, and social adjustments of students. Counselors are responsible for implementing the district testing program, collecting information and maintaining cumulative records and the registration and scheduling of students, as well as working with students on personal problems.

If a student wishes to see a counselor, he/she signs his/her name on a sheet provided by the guidance secretary. This should be done only before school or during the student's lunch. The counselor will send for the student during a time of few conflicts.

Students are not to be excused from class to go to the Guidance Office unless a pass is issued by a counselor.

The Hannibal High School Guidance and Counseling Department has a staff of four counselors. Each student will be assigned a specific counselor with whom to work on scheduling of classes and graduation requirements. However, a student may seek personal counseling from any of the counselors.

SCHEDULING

Scheduling of classes for the following year will begin soon after the first of the year. Students are urged to confer with their parents and to give careful consideration to their request of classes. The master schedule will be developed from the requests; therefore, schedule changes will be held to a minimum. Only those who have a justifiable reason with parent request will be allowed to change their schedule.

Changes made to move a student from one teacher to another teacher in the same subject area will not be allowed. Students are to be enrolled for a minimum of 7 units of credit each year.

If sufficient reasons exist, students may drop a class and enroll in another class during the first **SIX** days of school for first semester and **FOUR** days of school for second semester with no record being made of the course being dropped. If a class is dropped after this period, the student must take an "F" in the class. That grade will remain on the student's permanent record.

Requests for specific instructors will not be granted.

LIBRARY

The purpose of the library is to provide a variety of materials for study, research, and pleasure. The library is open during the school day for borrowing and returning books and for study. Students will have permission to go to the library from 9th Academic Lab or class after attendance is taken, provided that the student has an appropriate pass.

Most books are loaned for a period of two (2) weeks with the privilege of renewal for another two (2) weeks. A fine of five (5) cents for each school day is charged on overdue books. Pamphlets and magazines are loaned for three (3) days. The fine is 25 cents each school day. Reference books are to be used in the library or may be checked out for one period or overnight. The fine is 25 cents for each school day. In the case of a lost library book, the student should notify the library immediately. The fee for a lost book will be the replacement cost of the book.

All students are to be given proper passes and will be allowed to leave the library only to return to class. Passes should be left at the circulation desk when entering the library and picked up when leaving. Time of departing class and entering and leaving the library shall be recorded.

Students may be admitted to the library computer lab if they have a proper pass from a teacher. Students will not be admitted to the lab to play games.



HANNIBAL SCHOOL DISTRICT COMPUTER/INTERNET USAGE AGREEMENT

Access to the Internet is a wonderful opportunity to interact with the world at large.

The opportunity brings with it a number of responsibilities. In order to use the Internet services available in the Hannibal School District, students must read and sign the computer internet usage agreement. New students to the High School will receive forms during the 1st week of school. Forms are also available in the main office. The acceptable use policy can be read in entirety on the district website. <http://www.hannibal.k12.mo.us/>

1. The use of any Hannibal School District computer which provides access to the Internet is a privilege which may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer, system, accessing another person's files or e-mail, using proxy sites to bypass the district's Internet content filtering software, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
2. Because of the potentially large number of individuals who might need to use the computers for Internet as well as personal productivity, student access may be limited to a specified time, as provided by the instructor(s) and/or administration.
3. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Users of the computers/Internet will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
4. The district's Internet access is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.
5. Information services and features contained on the Hannibal School District network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
6. The district does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or interrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.

7. Rules and regulations of system usage will be added and posted from time to time by the faculty/administrators of the district and/or the network. Users of computers/Internet are subject to these rules and regulations.
8. The Hannibal School District's computers/network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
9. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
10. Commercial software is placed on the computer for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited.
11. Any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destruction programs), alters its normal performance, or causes it to malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.

WORK PERMITS

Work permits are allowed to seniors only, unless a special need exists. Successful academic progress toward graduation will be considered. Work permit applications may be obtained from one of the Assistant Principals. A limit of two blocks total can be allowed. This may be one block per day or two blocks every other day. Each student who makes application for a work permit must submit an application from his/her parents and employer stating the time the student is to be working and the date starting. Phone contact will be made with the parent(s) as well as the employer concerning this permit if it is granted. The student is to remain on the original schedule until final approval is made. The time a student is excused from school must have a direct bearing on the actual time of working on the job. If for some reason the job is terminated, the student must advise the school and return to school until a new job has been secured.

CANDIDATES FOR STUDENT GOVERNMENT AND QUEEN/KING HONORS

Candidates for these honors must exhibit a high degree of appropriate school citizenship and show motivation to achieve academically to their potential. Students must maintain a minimum 2.5 GPA and not be on the Red Level to be considered for these honors. Before a student can become a candidate for one of these honors, he/she will be reviewed by the administration and appropriate sponsors.

SCHOOL BUS TRANSPORTATION

Any student who lives more than a mile from school by the nearest route is entitled to free transportation to and from school. Each student must complete a bus application to be eligible to ride on the school bus. Transportation Center phone # 221-2604. Students riding the school buses should note the following:

1. Buses will stop only at designated stops.
 2. After leaving the high school grounds, bus drivers are not allowed to pick up passengers. High school students may not board their bus at the Middle School without a pass from a high school administrator.
 3. Students are not to scuffle or roughhouse on the buses or at the bus stops.
 4. No smoking is permitted on the buses.
 5. Noise must be kept at a minimum.
 6. Damage to seats or any part of the bus will result in the loss of riding privileges and the student responsible must pay for the damage.
 7. The bus driver is in charge of the bus just as the teacher is in the classroom.
- Students who do not meet the above standards established by the Board of Education will not be eligible for school bus transportation.

BUS TRIP REGULATIONS

1. Pupils are expected to go and return on the bus to which they were assigned, unless granted permission to make a change by the Principal of the High School. Sponsors may grant permission for the student to return with his or her parent or guardian.
2. The sponsor can not give permission to any pupil to stay overnight. This must be arranged in advance by the parent of the pupil and the High School Principal or Assistant Principal.
3. Pupils are responsible to the sponsors at all times. A roll call must be made at the start of the trip, on any stops, and before the bus starts for the return trip to Hannibal. Pupils must report promptly for these roll calls, particularly at the close of the activity for the return trip.
4. Conduct of pupils on the bus, in the town where the event is sponsored, in public eating places, etc., must be orderly and courteous.
5. Requests to the driver must be made through the sponsor.
6. There should be no moving about on the buses while they are in motion. No pupils should sit or stand in the aisle.
7. Nothing is to be thrown on the bus or from the bus.
8. Pupils on the bus shall not extend their arms, head or feet from the window.
9. Drink and food containers will be checked by the sponsors before students board.

LOCKERS

1. Students should check out a lock from the Assistant Principals' office. Students should not give the combination to anyone else.
2. Students are not to use their own lock. Lockers found with locks other than those issued by the school will have the locks cut off of the locker.

3. There is no excuse for the theft of any item from a locker. Lockers should be locked at all times.
4. Students are cautioned not to leave money or valuables in lockers.
5. Students are assigned to the specific locker numbers that are printed on the schedules. **CHANGES IN LOCKER ASSIGNMENTS** will be made only by request to the assistant principal's office. You are responsible for the locker and its contents. **Students who are not in their assigned locker may be assigned disciplinary actions by the HHS administration.**
6. Padlocks are the responsibility of the students to whom they were issued. A \$4.50 charge will be made for replacement of locks when they are not returned.
7. Lockers remain the property of the school district. Therefore, the district reserves the right to open and inspect lockers at any time.

INSURANCE

The Hannibal School District will offer a low-cost, student accident/injury insurance program. Students may purchase this insurance through the high school office during the first week of school. All claims on this insurance must be made through the Principal's office. This insurance program is intended to supplement your current insurance program. Information on insurance for athletics will be distributed through the Athletic Director's office.

ACCIDENT INJURY REPORT

All accidents or injuries occurring to students during school hours or school sponsored events must be reported to the supervising teacher, coach, or the principal's office the day they occur. If the student has school insurance, he or she will be responsible for securing the insurance form in the office and taking it to the doctor or hospital.

BEFORE SCHOOL ACTIVITIES

Students who drive to school are to park their cars in the appropriate student parking lots as soon as they arrive onto school grounds. Students are to leave their cars as soon as they are parked. **Once a student arrives at school, he/she may not leave the school grounds unless permission has been granted through the office.** Students are not to congregate in parking areas or on private property close to the high school. Students are not to be in the main part of the high school before **7:35** unless permission has been granted by an administrator and the student is being supervised by a teacher. Before **7:35**, students should go to the cafeteria and be seated. When students are dismissed from the cafeteria at **7:35**, they are to proceed directly to their lockers and then to their classroom. Students are not to loiter in the hallways before school or during passing times.

MESSAGES

Urgent messages for students will only be accepted from his/her parents or guardians.
No messages will be relayed from friends, employers, etc.



VISITORS

Visitors should enter the building through the South doors. Any visitors to Hannibal High School should immediately report to the main office in order to obtain a Visitor's Badge. The Board of Education policy states that **NO VISITORS** with students shall be permitted during the school day without authorization of the Hannibal High School Administration.

ANNOUNCEMENTS

Announcements will be read during the first 5 minutes of first block daily. If you have a 1st block class off campus, you are encouraged to check the HHS Website for daily announcements. Any school organization may have an announcement placed in the daily bulletin provided it is approved by the sponsor, and it is in the office by 2:00 the day before it is to be announced.

ILLNESS DURING SCHOOL DAY

If any illness or injury occurs during the school day, students need to report to the nurse's office. The student must have a signed illness pass from the teacher and should not report to nurse's office without one. If it is determined that a student needs to leave school, the proper official will contact a parent/guardian. Cell phones should not be used during regular classroom time to call parents if an illness or injury occurs at school. If students leave without proper verification, they may be considered truant or disciplinary action may be taken if the proper procedures are not followed.

MAKE-UP WORK

Student absences falling on the day of a scheduled test or advance assignment shall be treated in the following manner.

1. If the student was present the day prior to a scheduled test and absent the day of the test, the student will generally be expected to take the test on the first day the student returns to school.
2. If the student is absent several days prior to a scheduled test, reasonable accommodation will be made for test make-up.
3. Advance assignments are due the day the student returns to school unless arrangements have been made in advance with the instructor.
4. Because a student who has been very ill one day may return to school the following day, it is not always reasonable to expect that the student will return to school with all assignments completed. Please make reasonable accommodations in such instances.
5. If a student is absent the day an assignment is made, reasonable time will be given to complete and hand in the assignment(s)
6. Students who have an **unexcused absence or truancy** will be allowed to make-up their work for credit, but a **1% deduction will be made in their overall semester grade per each class affected.**

ATTENDANCE POLICY

The educational process requires continuity of instruction and learning experiences, classroom participation, and regular interactions with other students and the classroom teacher. Student attendance is directly correlated with learning and academic success.

The benefit of regular classroom instruction cannot be entirely regained after absences, even with after-school instruction. Because of our belief in the benefits of regular attendance, the Hannibal High School faculty expects and requires regular attendance from all students.

Regular school attendance is a family responsibility. The school also has a responsibility to assist families by supporting their efforts to ensure school attendance.

Hannibal High School's attendance policy is designed to assist families but does not transfer the responsibility for regular attendance to the school.

The appropriate attendance standard for academic success is 100% attendance. Students who miss more than three days per quarter are jeopardizing their academic success.

To encourage regular attendance, the faculty will use a system of awarding extra credit percentage points to semester grade totals. If a student misses no more than one day in a class per semester, two percent will be added to his/her semester grade. If a student misses no more than three days in a class per semester, one percent will be added to his/her semester grade.

Daily Attendance Incentive

To encourage good attendance and promptness a daily incentive will be implemented. Any student who has been on time to each class during the school day and has not been absent will earn a preferential dismissal at 2:30 (teacher discretion). Absences not counted against students include school sponsored fieldtrips / activities, or office delays which are coded F or D in SISk12. All other students will be released at the normal 2:35 dismissal.

Attendance Policy

1. When a student is absent from school, the student's parents are asked to call the attendance secretary by 7:45 a.m. on the day of absence to report the reason for the absence. This call will excuse the student's absence. Students whose parents have not contacted the school should bring a note to the attendance secretary on the day of their return. The note should be signed by a parent verifying the absence as parent excused. If the parent has not called to notify the attendance clerk of a student absence and a student does not bring a parental note to the attendance secretary within 24 hours of returning to school after an absence, the absence will be counted as unexcused/truant.

2. Types of absences:

a. **Excused** - Absence verified by a parent as necessary for the student's well being. Students are allowed ten (10) parental excused absences per semester. The following excused absences (doctor's excuses, dental appointments, court dates, pre-arranged absences with the principal, funerals, etc.) do not count against the ten (10) parental excused absences per semester. **The following absences with verified documentation will not count against the allotted absences per quarter for the HHS Pirate Pride Positive Discipline Privilege Level (doctor's excuses, dental appointments, court dates, pre-arranged absences with the principal, one college visit per quarter, funerals, etc.).** SisK12 codes (X, V, S.)

b. **Unexcused** - Any absence that does not have the proper verification or documentation, or any absence that has exceeded the number of parental excused absences ten(10) for the semester. This applies to absences that are verified by the parents without proper documentation. SisK12 code (A)

c. **Truancy** - Any time a student is absent without the knowledge and/or permission of the student's parents and/or the school administration, the student is considered to be truant. SisK12 code (K)

d. **In-Building Suspension (IBS)** - Absences due to being assigned to the IBS program for the student's violation of the school's code of conduct. This program is held at the HEC in basement of HHS. SisK12 code (I)

e. **Out-of-building suspension (OBS)** - Absences due to suspension for the student's violation of the school's code of conduct. SisK12 code (O)

3. Unexcused/Truancy absences will start over again each semester.

The following interventions will be used for unexcused/truancy absences:

Each unexcused/truancy absence will result in a 1% reduction in the students overall semester grade.

Pass/Fail courses – truancies will result in office referrals

4. Students may make-up work for all absences according to each of his or her teacher's make-up policy. It is the student's responsibility to know the policy for each class and to complete missed work accordingly.
5. Students who are suspended from school to the In-Building Suspension (IBS) program are given their school work to complete. Any work completed during an IBS assignment in a timely manner will be given full credit.
6. Students who are suspended from school (OBS) are expected to do their school work to stay current with the objectives of the class. Students will receive credit for their work, but 2% will be deducted from the student's semester grade for each day missed due to OBS.
7. After **five (5) days** of parent excused absences for the semester, students will be placed on an Attendance Probation Contract and this contract will be mailed home. Students who reach this level will only have absences excused for the following reasons: doctor's excuses, dental appointments, court dates, funerals, or pre-arranged absences with the principal.
8. After **ten (10) days** of absence for the semester for a student who is **17 years old or younger**, the student and parent(s) will be required to attend an attendance review meeting to discuss the student's attendance and current academic progress. Along with school officials, there will be a representative from the Children's Division and the Juvenile Office present at the meeting. All future absences without a valid medical, principal, or school related excuse will be considered unexcused/truant and will result in a 1% deduction from the students overall semester grade in the corresponding course.
9. After **fifteen (15) days** of absence for a student who is **17 years old or younger**, a letter will be issued notifying the parent(s) that a letter has been forwarded to the Juvenile Office and Children's Division charging educational neglect.
10. After **ten (10) days** of parent excused absences for the semester for a student who is **17 years old or older**, the student and parent may be required to attend an attendance review meeting to discuss the student's attendance and current academic progress. All future absences without a valid medical, principal, or school related excuse will be considered unexcused/truant and will result in a 1% deduction from the students overall semester grade in the corresponding course.
11. After **fifteen (15) days** of parent excused absences for a student who is **17 years old or older**, the Principal has the option of dropping the student from enrollment for the semester if the student is not passing six (6) classes. If the student is dropped from enrollment for violating his/her Attendance Probation Contract, he/she will be encouraged to re-enroll at the start of the next semester at Hannibal High School.
12. Senior students who have earned enough credits to graduate at the end of their seventh semester but choose to attend an eighth semester must remain in good standing during the eighth semester. If an eighth semester senior student misses more than ten (10) days during the second semester of their senior year, he/she may be dropped from enrollment and listed as a mid-year graduate. On the tenth (10th) absence for the semester for a senior who has earned enough credits to graduate, the student and parent will be required to attend an attendance review meeting with the Principal to discuss the student's attendance and current academic progress. At this time, the Principal has the option of dropping the student from enrollment and

awarding the student a diploma for being a mid-term graduate, or the parents, principal, and student can extend the probation an additional day if mutually agreed upon.

13. In case of a serious accident, extended serious illness, or other emergency health situations where an extended absence from school is expected, a doctor's letter and an "Application for Homebound Instruction" should be filed with the Hannibal High School Guidance Department.

14. A student must be in attendance all day on the day of an extracurricular activity unless excused by a principal. Students who participate in an activity on a night before school is in session must be in school on time the morning after the event unless excused by a principal. **Students who arrive at school after 8:30 a.m. or who miss more than 45 minutes of school without pre-approval by a principal will be ineligible to participate in activities after school that day.** These activities include but are not limited to athletic contests and practices, homecoming activities, dances, etc.

15. For Perfect Attendance a student will be required to be present in every class of every school day. The only exception will be if the student was involved in a school sanctioned activity which required his/her presence elsewhere.

Attendance Procedures:

1. When a student is absent from school, the student's parents are asked to call the attendance secretary by 7:45 a.m. on the day of the absence to report the absence.
2. The names of students whose parents have not contacted the school will be placed on the attendance list. These students should bring a note to the attendance secretary before 7:45 a.m. on the day of their return. An admit slip will be issued to the student.
3. First block teachers will collect the admit slips and return them to the attendance secretary. Students will not need an admit slip for blocks 2 through 4 with the following exception: Admit slips will be issued to students arriving late to school due to tardiness, illness, etc. These admit slips will serve as a pass to class and should be collected in the block that the student returns to school.
4. First block teachers need to check the attendance list each day. If a student is on the list and does not have an admit slip, send the student to the office for an admit slip. Instructional time can be preserved if students are sent to the office prior to 7:45 a.m.
5. **LEAVING SCHOOL/BLUE SLIP PROCEDURE** - For prearranged absences and to leave school early, students' parents are asked to send a note or call the attendance secretary in advance of the absence. Students must obtain a blue slip from the attendance secretary before 7:45 a.m. In cases where a parent calls during the school day, a blue slip will be sent to the student by the attendance secretary. The blue slip will serve as a pass for the student to leave class. Upon leaving the building, the student must sign out at the attendance window and leave the blue slip. When the student returns, he/she must sign back in and get an admit slip. Students who are prearranging a full day absence should return the blue slip to the office after they have informed each of their teachers of the absence. It is the student's responsibility to contact each teacher regarding the prearranged absence prior to the absence (Teacher

do not need to sign the blue slip). Students are responsible to make-up work according to each teacher's absence make-up policy.

PREARRANGED ABSENCES/VACATIONS

If parents are aware of situations requiring student absences, they should notify the principal's office at least five days in advance in order to prearrange the absence. In case of prearranged absences, school work should be completed and turned in before the absence or immediately upon returning to class as per the individual instructor's request. Pre-arranged absences will count against the number of absences for the Pirate Privilege Program.

COLLEGE VISITS / COURT VISITS

Senior students wishing to visit a college or other post-secondary institution should make arrangements by having his/her parent or guardian communicate with office personnel at least five days in advance. The student will be given a blue slip to be signed prior to the college visit by teachers for classes missed. Upon returning to school the student will be expected to present signed documentation from college personnel verifying an official college visit. Absences due to a required court appearance are to be verified in writing by a court official.

ADMINISTERING MEDICINES TO STUDENTS

With the exception of students in special education programs, or those with section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the superintendent to establish procedures for the administration of medication for any student provided the following requirements are met.

The administration of medications, including over-the-counter medications, is nursing activities which shall be under the direction of the school nursing staff. A registered professional nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medications.

I. Prescription Medication

The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. Parents are responsible for administering the first dose of any medication.

The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school and with instructions for any special need for storage, e.g. refrigeration. Medication supplies should not exceed a 30-day supply.

II. Over-the-Counter Medication

Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. Medications must be supplied by the parent/guardian. This permission must be renewed at least annually.

III. Emergency Medication

Parents are responsible for supplying the school with medication to be administered in the event of a severe allergic reaction. The emergency medication and physician's orders for such medication shall be kept in a secure location but easily accessible to qualified designated personnel.

IV. Self-Administration of Medication

Students with a chronic health condition, such as asthma or other potentially life-threatening illness, may assume responsibility for their own medication as part of learning self-care. The Board may permit a student to self-administer medication such as a metered-dose inhaler, provided that the following conditions have been met:

A. The parents/guardians of the student must provide the principal with written authorization for the self-administration of medication, a written medical history of the student's experience with the respiratory illness, and a plan of action for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the illness. And that the student has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.

B. The principal must inform the parents/guardians of the student, in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration by the student, absent any negligence by the district, its employees or agents; or as a result of providing all of the above-mentioned relevant information to the school nurse, absent any negligence by the district, its employees or agents, or in the absence of a school nurse, to the school administrator.

C. The parents/guardians of the student must sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the student's self-administration of medication, and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the student's self-administration of medication.

Permission for the student to self-administer medication for asthma or other potentially life-threatening illness is effective for the school year for which it is granted, and is renewed for each subsequent school year upon meeting the conditions set forth above.

V. Documentation

A record documenting in writing the student's name, date, time, name of medication, dosage administered, and signature of the individual who administered the medication must be maintained.

CONTAGIOUS DISEASES POLICY

Contagious diseases such as pink eye, strep throat, head lice, impetigo, etc., must be treated by a doctor. Most students may return to school after being on medication a

minimum of 24 hours. Pink eye and head lice may require a longer absence from school. When possible, all treatment including Band-Aids, ointments, lotions, etc., should be given at home before coming to school. Medications such as antibiotics given 3 times a day should be given before school, immediately after school, and just before bedtime, unless directed specifically by a doctor.

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal with a copy of such a court order if restricted access to a student or student information is requested. Parent rights include access to student records and school mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings. The authority to request that a student be released early or be absent from school for a legitimate reason will be granted to the custodial parent who has physical custody of the student, unless the custodial parent notifies Hannibal High School that the non-custodial parent may do this. It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list.

BELL AND LUNCH SHIFT SCHEDULE

Block A1 - B1	7:45 - 9:20
Block A2 - B2	9:25 - 10:55
Block A3 - B3	11:00 - 1:00
A Lunch Shift	11:00 - 11:25
B Lunch Shift	11:45 - 12:10
C Lunch Shift	12:35 - 1:00
Block A4 - B4	1:05 - 2:35
Academic Extended Day (AED)	2:45 - 4:00

LUNCH SHIFTS

Free and reduced price lunches are available to those students meeting government-established guidelines. Applications will be made available at the beginning of each school term in the homeroom. Each application is considered individually based upon the established policies. The cost for breakfast for students is _____ and the cost for lunch is _____.

The student body is divided into three (3) lunch shifts. The classrooms assigned to each shift are printed on each week's bulletin. Students who bring their lunch to school should go to the cafeteria during their assigned lunch shift. Students are to report directly to the cafeteria at the beginning of their assigned shift. Students are to

be only in the cafeteria or the amphitheater area during their lunch shift unless permission is granted by a lunch room supervisor.

No food is to be taken from the cafeteria into the high school building. When students are finished eating, all trays should be emptied into the trash and trays should be returned to the tray racks.

Students may gather in the amphitheater area immediately outside the cafeteria. Students are NOT to be in the areas of Korf Gym, the Hannibal Career and Technical Center, the Industrial Arts Buildings, the SSC Building, the Middle School, Porter Stadium, or the front lawn during lunch. **Students are not to be in or around the vehicles on campus during the school day or during lunch unless permission is granted by the principal or the lunch room supervisor.**

Students are to go to class when the shift dismissal bell rings. They are not to return to the Industrial Arts Buildings, the Vocational Building, or Korf Gym until this bell rings.

BUILDING HOURS

The High School doors will open at 7:00 a.m. and be locked at 4:30 p.m. on school days. Students in the building after 2:45 p.m. or before 7:30 a.m. must be under the supervision of a teacher. The building is opened for groups in the evening only under the supervision of a teacher. **Any student in the hallways or unsupervised in the building before 7:30 AM or after 2:45 PM is subject to disciplinary actions from the HHS administration.**

HALL TRAFFIC

Congestion in the halls can be improved by keeping to the right and moving on to your destination as quickly as possible. Students are not allowed to loiter in the halls or around the locker areas. **Students who persist in loitering in the hallways could be assigned disciplinary actions from the HHS administration.** Students are not allowed to run, talk loudly, or behave disruptively in the hallways. The stairwells on the west and east ends of the new addition are to be used primarily as emergency fire exits.

HALL PASSES

Students will use their Student Handbooks for their hall pass. Students who forget their planner will forfeit their hall travel privileges for that day. **Students at the Red Level are not allowed to use a Hall Pass.** Students at the Red Level are only allowed to travel for restroom emergencies and must be escorted by a staff member.

STUDENT PERSONAL APPEARANCE CODE

Personal appearance of the individual student should be the result of concern by the student involved, his/her parents and/or guardians, and the school. It is understood that any student who participates in an extra-curricular activity, dance, or school function must conform to the standards established and published by the school

personnel responsible for that activity. Advance notice will be given concerning special dress requirements while attending. **In addition, all students who participate in HHS dances must conform to the standards established in this Student Personal Appearance Code. Any dress that is questionable in nature must be pre-approved by the principal. In order to have a dress pre-approved by the principal, the student must present a picture of herself in the dress to the principal to be approved.**

In keeping with established practices of good hygiene, safety, moral and social values, and to provide for a minimum of disruption and maximum of learning opportunity, the following guidelines are established:

1. Footwear must be worn.
2. Teachers of specific courses where safety or health is a factor may require students to adjust hair or clothing, or both, accordingly during the class.
3. All shirts will be kept buttoned except when worn over another shirt as a layered look.
4. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or racially or sexually offensive. Ads for liquor, tobacco, bars, or controlled substances will not be allowed. Sexually suggestive shirts are also strictly prohibited.
5. The braless look will not be permitted. In addition, tops should not be excessively low cut in the front.
6. Backless clothing, see through garments, strapless shirts, or bare midriffs will not be permitted. Two piece garments must overlap sufficiently so that, during normal movement and sitting the midriff is not exposed.
7. Tops that hang excessively low below the neck or armpits will not be permitted.
8. Extremely short or revealing shorts or skirts will not be permitted.
9. Tight fitting shorts or pants (such as the Lycra Biking shorts or stretch pants) may not be worn except as a layered look.
10. Students are not permitted to wear caps, hats, doo rags, bandannas, or hoods in the school building.
11. Students are not permitted to wear gang related apparel or insignia.
12. Trousers, pants and jeans must be pulled up to an appropriate level and zipped and fastened. Low slung pants and excessively oversized clothing will not be permitted.
13. Jewelry, belts, bracelets, etc. with sharp pointed objects are not allowed.
14. Clothing styles, unusual grooming, jewelry or hats which create disorder, either in the classroom or while attending school sponsored activities will not be acceptable.

SOCIAL ACTIVITIES/GAMES

Students are expected to follow all school rules at activities, games, and dances. Students violating school rules will be disciplined accordingly. Students are not allowed to participate or attend any school activity or game when absent or suspended out of school the day of the activity. **Students who are at the Red Level are not allowed to attend any after school activities during the duration of the time they are on the Red Level.**

SCHOOL DANCES

The two formal dances are Jack of Hearts and Junior/Senior Prom. Dress for both dances is formal, but semi-formal attire is acceptable. Junior/Senior Prom is reserved for juniors and seniors and their dates. **In addition, all students who participate in HHS dances must conform to the standards established in the Student Personal Appearance Code. Any dress that is questionable in nature must be pre-approved by the principal. In order to have a dress pre-approved by the principal, the student must present a picture of herself in the dress to the principal to be approved. Students are expected to dance in an appropriate manner. Students who engage in sexually suggestive or vulgar dancing will be asked to leave the dance.** Dances are for currently enrolled Hannibal High School students. **If a student wishes to bring a non-HHS student date, they must complete a Dance Guest Request and have it approved by the Principal. Guests will not be allowed into any HHS dance without an approved Dance Guest Request. Middle school students are not permitted at any HHS dance. Students who are on the Fine's List or on the Red Level will not be allowed to attend any school dance.**

STUDENT AFFECTION

Students are to conduct themselves as ladies and gentlemen while on the school campus. Undue affection shown toward one another is not considered acceptable behavior. Students, who continue with this type of behavior while at school, will be counseled and disciplinary action will result if corrections are not made.

PIRATE PRIDE POSITIVE STUDENT RESPONSIBILITY PROGRAM

Students earn a privilege level based on their attendance, tardies, grades, and office assigned discipline. Students will be issued a Pirate Privilege Card at the beginning of the school year based on fourth quarter of the previous school year. Students will have their Privilege Level evaluated at the end of each quarter. Students who have met the criteria for the Pirate Privilege card will be issued a new card at the beginning of each quarter.

Students should keep their Pirate Privilege Card in their possession at all times. Students will be asked during the school day to present their Pirate Privilege card to staff members in order to earn the privilege being awarded at that time. Students will be expected to turn their Pirate Privilege card in at the end of each quarter to be eligible for Pirate Pride Drawings.

Pirate Privilege Criteria:

1. Any HHS Student who is a freshman-senior.
2. No grade of D or F for previous quarter.
3. Missed no more than 8 blocks of parent excused absences in the previous quarter.

4. 4 or less tardies to all classes in the previous quarter.
5. No office assigned discipline in the previous quarter.

Privileges earned with Pirate Privilege Card

1. Preferential dismissal to lunch (2 minutes at teacher discretion)
2. \$1 admission to all HHS athletic events (excluding MSHSAA events)
3. One waiver for 75 minutes of office assigned discipline

Students who maintain a Pirate Privilege during all four quarters will be eligible for additional incentives/prizes.

RED LEVEL PRIVILEGES FORFEITED

1. Not allowed to attend all school functions such as athletic events, vocal and instrumental music concerts, school dances, and all other school sponsored activities.
2. Loss of preferential dismissal to lunch (2 minutes) at teacher discretion.
3. **NO hall pass travel privilege.** Only allowed to travel under restroom emergencies with a staff escort.
4. Not allowed to attend all student assemblies.
5. Not eligible to participate in extracurricular activities while at the Red Level.

STUDENT DISCIPLINE CODE AND INTERVENTIONS

This student discipline code is designed to foster self discipline in the students of Hannibal High School, to protect the student body from dangerous and/or disruptive forces within the school, and to notify students and parents of behavioral expectations and the suggested interventions which will be used in most cases of student misconduct.

The following interventions will be used to address student misconduct:

1. Student Conference (Warn) - Students will meet with a HHS Principal or Guidance Counselor to discuss their inappropriate behavior. The students will discuss how they can better handle the situation in the future and develop their own intervention to the issue at hand in collaboration with the HHS Principal or Guidance Counselor. Students who do not successfully complete their intervention plan could be subject to further interventions.

2. Recovery Room (RR) - Students will be assigned to the Recovery Room by teachers when they are interfering with the ability of students to learn in a classroom. Students will be allowed to refocus and correct their inappropriate behavior in the Recovery Room and they may be allowed to return to their regular class that block at the discretion of the Recovery Room teacher and the sending teacher. Students may also be assigned to the Recovery Room for 1-3 Blocks for a specific class by the HHS Administration. Every 3rd visit to the recovery room will result in an office referral.

3. Early Morning Detention (EMD) – EMD will be held in room 102 before school from 7:15 AM – 7:40 AM. Students will be credited for serving 25 minutes off of their time for each EMD they successfully serve. Students **will not** be allowed to enter late. The student must follow the EMD supervisor’s instructions or they will be asked to leave and they will not be credited with the time served during the EMD.

3. Private Dining Room (PDR) - PDR is held in the Conference Room next to Room 104 during all lunch shifts. Students must get their lunch and immediately sign in with the supervising HHS Administrator in the Conference Room. Students are required to remain in the Private Dining Room during the entire lunch shift and they are not allowed to talk or communicate during this time. Students will be credited for serving 25 minutes of discipline time when they attend the PDR.

4. Academic Extended Day (AED) - AED is held from 2:45 PM - 4:00 PM in the HHS Library on Monday-Thursday. Students attending AED must be in the HHS Library prior to the 2:45 PM bell or they will not be admitted. Students are expected to stay until the end of AED at 4:00 PM. An Activity Bus is available for transportation for students assigned to AED on Thursdays. Students will be credited for serving 75 minutes of discipline time when they attend AED.

5. Saturday Extended Day (SED) - Students may attend SED on assigned Saturdays from **9:00 AM to 11:30 A.M.** Students should report no later than **8:55** at the elevator (east) doors. Students are expected to bring homework or an appropriate book that will keep them busy and quiet. Students will be credited for serving 150 minutes of discipline time when they attend the SED.

6. In-Building Suspension (IBS) - The student is assigned to the IBS program held at the Hannibal Education Center (HEC) which is currently being housed in the basement of Hannibal High School. The student is not to attend school sponsored activities or to be on school grounds during the term of the IBS assignment unless prior arrangements have been made with a HHS principal. Assignments are collected for the student and he/she is expected to complete the class assignments for each class. Any work completed during the IBS assignment will be given full credit if turned in on time. Students attend IBS from 7:45 AM - 2:35 PM. Any student assigned to IBS will be dropped to the Red Level for a period of time to be determined by the HHS Administration.

7. Out-of-Building Suspension (OBS) - Suspension from school for a specified period of time. The student is not to attend school sponsored activities or to be on school grounds during the term of the suspension unless prior arrangements have been made with a HHS principal. The student is encouraged to complete the class assignments and missed tests/projects for each class and will be given credit for these assignments. Students assigned to OBS will have 2% deducted from their semester grades for each class they miss school due to OBS.

8. Semester Suspension - Suspension from school for the remainder of the present semester or up to 90 days as recommended by the principal and assigned by the superintendent. The student is not to attend school sponsored activities or to be on school grounds during the term of the suspension.

9. Expulsion - An action of the Board of Education which permanently removes a student from school.

STUDENT VIOLATION CLASSIFICATIONS

The violation listing below is an example and is not represented to be comprehensive or absolutely binding on school officials. As situations warrant, other interventions may be used instead of those previously listed consequences.

I. Violations against school administration.

RECOVERY ROOM INFRACTIONS	INTERVENTION LEVEL
<u>Assignment to Recovery Room (Cumulative)</u> Every 3 rd Offense	Tracked by Recovery Room Teacher *Recovery Room Teacher writes office referral immediately.

A. Parking or driving violations

High School student parking areas are located in front of the middle school, along the south stadium wall, and on the lot in front of the HHS Auditorium. Reserved parking will be in the specified numbered spaces in the South lot. Additional parking is available north of the speed bump behind the middle school. A parking permit is required to park on any lot on the Hannibal Public School District Campus. **Students are not permitted to park at any time in any staff parking area or any lot other than those designated for student parking. These areas include all parking areas around Korf Gym and the Annex.**

Students driving motor vehicles to school must follow these rules:

1. Park only in designated **STUDENT** parking spaces.
2. Drive with extreme caution.
3. Leave the vehicle immediately upon arrival at school.
4. Parking stickers should be purchased from the assistant principal on a first come first serve basis. When purchasing a permit please bring proof of insurance and registration. The cost for a parking permit is \$10.00 for the school year or \$5.00 for the second semester. If a student purchases another vehicle, a new sticker may be purchased for \$1. Please peel the old permit off of your old vehicle and bring that in and we will sell you a permit for your new vehicle.

5. The permit must be displayed in plain view on the passenger's side front window. Permits must be fully secured to the glass with the permit's adhesive.
6. Do not pass loading school buses.
7. All vehicles parked on Hannibal Public School District #60 property are subject to a search when reasonable suspicion dictates such a search.
8. Students may lose parking privileges for repeated parking violations, as well as for obtaining and/or using a parking permit in violation of the Hannibal High School student parking policy.

***Permit holders can earn reserved parking each semester by having either perfect attendance during the previous semester or a cumulative 4.0 gpa. These spots are numbered and are located in the south lot.

B. Tardy Policy

Tardies will be tracked by each individual classroom teacher. Students will be given a fresh start on tardies at the beginning of each semester. Below are the listed interventions that will be used with students with tardy issues.

4th tardy	225 discipline minutes
8th tardy	225 discipline minutes & parent conference
12th tardy	3 days IBS
Each additional 4	5 days IBS & JJC referral

Students who are tardy to class the first block of the day and arrive before 8:00 AM should proceed directly to class and the teacher should mark the tardy in SIS. Students who arrive at school after 8:00 AM should proceed directly to Attendance Clerk for an admit slip and an assistant principal should assign the appropriate discipline. This will be recorded as an unexcused absence unless parent verification is provided.

C. Truancy

Any time a student is absent without the knowledge and/or permission of the student's parents and/or the school administration, the student is considered to be truant. Truancy may be a full day or any part of a school day. In cases of repeated truancies, the parents of the student may be required to meet with school officials to gain re-admittance for the student and he/she may be dropped from enrollment. It is expected that students complete the assignments missed to avoid gaps in the educational process. All truancy will result in a 1% deduction from the students overall semester grade in the corresponding course.

D. Failure to Serve Assigned Discipline Minutes by Due Date

Students who are assigned discipline time will be given a reasonable amount of time to serve. Students who do not serve their time prior to the due date will be assigned the following discipline and be placed on the Red Level for at least one week

1 st Failure to Serve	Warning/Extension
2 nd Failure to Serve	1 day IBS
3 rd Failure to Serve	2 days IBS
4 th Failure to Serve	3 days IBS
Each Additional	OBS

E. Accumulation of Assigned Discipline Minutes

Students are allowed to accumulate a maximum of 600 discipline minutes. After that threshold is exceeded, students will be assigned **OBS**.

II. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER.

A. Disruptive speech or conduct

Conduct or speech, verbal, written, pictorial, or symbolic, which disturbs or disrupts classroom work, school activities, school functions. Persistent talking or misbehavior in class when told not to do so.

B. Disrespect toward faculty or staff

Speech or conduct which is disrespectful toward a faculty or staff member but does not involve use of profanity.

C. Dishonesty

An act of lying, whether written or verbal, including forgery. Punishment will include nullification of the forged document.

D. Academic Dishonesty

Academic Dishonesty will not be tolerated at HHS. The following policy is in effect and **cumulative** for the entire career of a student at HHS.

1st OCCURRENCE On the first offense of cheating in any class, the student will receive a zero (F) on that particular work. An assistant principal will be notified and the assignment will be placed on file. Office discipline will be assigned and the parents will be notified by the teacher and assistant principal.

2ND OCCURRENCE On the second offense of cheating in any class, the maximum penalty will be a failure in that particular class for the semester. An assistant principal will be notified and the student's work placed on file. Office discipline will be assigned and the parents will be notified by the teacher and assistant principal.

E. Defiance

Refusing to do as instructed by faculty or staff.

F. Use of profanity

Use of words which, by community standards, are considered inappropriate for use in school and which have no legitimate basis for use in school. Words which are used to demean or disparage other students.

G. Out of Place

Being at any part of the buildings or the grounds at an inappropriate time without permission of a teacher or other supervisor.

H. Cell Phones

Possession or use of personal communication devices such as beepers, pagers, or cellular telephones is prohibited. These devices will be confiscated and returned only to the parent/guardian of the student.

Exceptions: These devices may be used before school and during lunch in the cafeteria only.

1st offense - warning (*parent must pick up)

2nd offense - 225 discipline minutes

3rd offense - 3 days OCS

4th offense - 5 days OCS & parent conference

Each Additional - OBS

I. Other Electronic Devices

Use of personal listening devices, laser pointers, cameras, and other electronic devices are not allowed at Hannibal High School during the school day. Students in possession of these electronic devices will have them confiscated and returned to them at the end of the school day. **Exception: Personal listening devices may be used before school and during lunch in the cafeteria only.**

J. Bus misconduct

Misbehavior by a student on a school bus owned or contracted by the school district. Any misconduct may be punished by temporary or permanent removal from the bus and/or the same intervention that would apply if the misconduct had occurred in school or in a classroom.

K. Technology Misconduct

Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Major violations of this policy may lead to recommendations of in school or out of school suspension. Loss of technology privileges will be assigned for each offense.

L. Weapons

Students are forbidden to bring dangerous weapons to school. (Examples include, but are not limited to, knives with blades in excess of 2.5 inches or of a switchblade variety, any pocket knife that is brandished in school, guns, chains, clubs, metal knuckles, explosives, shocking devices or any other item which might be used as, represented as, or perceived to be a weapon.)

M. Possession of pocket knife

Students are forbidden to possess a pocket knife in school or at school activities. A pocket knife will be classified as any tool with a blade on it that is less than 2.5 inches long. A student who brandishes a pocket knife in school will be subject to the disciplines mentioned in Item L. Weapons.

N. Fireworks

Students are forbidden to bring, possess, or ignite fireworks of any kind or description to school.

O. Tobacco Use or possession

Tobacco products found in a student's possession will be confiscated and disposed of by a Principal. Students shall not smoke, use, or possess tobacco on school grounds, adjacent property, or buses before, during, or after school or at school sponsored activities, home or away.

1 st Offense	225 minutes
2 nd Offense	225 minutes
3 rd Offense	3 days IBS
4 th Offense	5 days IBS
Each Additional	OBS

*****Tobacco incidents reported involving students under the age of 18 will be reported to local law enforcement.**

III. VIOLATIONS AGAINST PERSONS.

A. Bullying

Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name calling and put downs, threats, extortion, damaging property, etc. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices that causes a significant disruption at school. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm that causes a significant disruption at school. Consequences will be determined on a case by case basis. It is the policy of Hannibal High School that bullying will not be tolerated and will be dealt with severely.

Bullying Behaviors:

R – Repeated...this is not a one time event. The bully and the target know this.

I – Intentional...this is no accident or mistake. The bully expects to inflict pain and takes pleasure in it.

P – Power over another...bullying is not fighting that involves two children who have a conflict. It is systematic violence used to intimidate and maintain dominance.

B. Hazing

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants. Consequences will be determined on a case by case basis. It is the policy of Hannibal High School that hazing will not be tolerated and will be dealt with severely.

C. Assault - Student.

Hitting, striking, and/or attempting to cause injury to another student, intentionally placing another student in reasonable apprehension of imminent physical injury. If the circumstances warrant, the Hannibal Police Department will be called and assault charges will be filed.

D. Assaulting a staff or faculty member.

Striking or otherwise physically attacking a member of the faculty or staff. If the circumstances warrant, the Hannibal Police Department will be called and assault charges will be filed.

E. Fighting.

Mutual combat in which both parties have contributed to the conflict either verbally or physically. If the circumstances warrant, the Hannibal Police Department will be called and charges filed for peace disturbance.

F. Threats and scuffling.

Aggressive behavior between two or more students which does not result in blows being struck or wrestling but rather ends or is prevented in preliminary stages. Threats made toward another student. In these cases, the students will be sent home for the day in order to diffuse the situation and to prevent a possible physical confrontation.

G. Threats toward faculty or staff.

Profane or disrespectful language that is threatening in nature or physically intimidating towards a faculty or staff member.

H. Verbal abuse toward faculty or staff:

Profane language or gestures directed toward a staff or faculty member.

I. Racial Harassment.

It is the policy of Hannibal High School to maintain a learning and working environment that is free from racial harassment. Examples of racial harassment may include, but are not limited to the following:

1. Unwanted racial behaviors, such as, oral comments, name calling, jokes, pictures, etc...
2. Purposefully limiting or denying minority students access to educational resources, such as computers or weight rooms;
3. Use of words or statements that are used to demean or disparage any race or ethnic group, regardless of the race or ethnic origin of the person using such statements.

If a student believes he or she is being racially harassed, the student should bring the concern to the attention of one of the building principals or the Title IX compliance coordinator Susan Johnson, assistant superintendent. If the student for any reason would prefer to report the student's concern to another administrator within the school district, the student may do so. Consequences: Consequences will be determined on a case by case basis using the following guidelines. It is the policy of Hannibal High School that racial harassment will not be tolerated and will be dealt with severely.

J. Sexual harassment or indecent conduct.

Sexual harassment constitutes unlawful sexual discrimination. It is the policy of Hannibal High School to maintain a learning and working environment that is free from sexual harassment. Examples of harassment and/or indecent conduct may include, but are not limited to the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling clothes, students "making out" on school premises;
2. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature or unwelcome physical contact based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment ;
3. when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating,

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of one of the building principals or the Title IX compliance coordinator Susan Johnson, assistant superintendent. If neither the student's building principals nor the Title IX compliance coordinator are of the same sex as the student or the student for any reason would prefer to report the student's concern to another administrator within the school district, the student may do so.

K. Extortion.

Threatening or intimidating another student with the intent of obtaining anything of value.

Consequences: Consequences will be determined on a case by case basis using the following guidelines. It is the policy of Hannibal High School that sexual harassment and indecent conduct will not be tolerated and will be dealt with severely.



IV. VIOLATIONS AGAINST PROPERTY.

A. False Alarm.

Pulling a fire alarm or causing the building to be evacuated by other methods.

B. Petty theft.

Stealing or attempting to steal property which belongs to the school or to other persons. (Value less than \$50.00) Restitution will be expected in all cases.

C. Theft.

Stealing or attempting to steal property which belongs to the school or to other persons. (Value exceeding \$50.00). Restitution will be expected in all cases.

D. Possession of stolen property.

Possession of stolen property in which the student possessing the property is aware or should be reasonably aware that the property is stolen.

E. Willful minor damage to school, staff or student property.

Willfully causing substantial damage to the property of the school or of other people. Restitution will be expected in all cases. Estimated property damage is under \$20.

F. Willful major damage to school, staff or student property.

Willfully causing substantial damage to the property of the school or of other people. Restitution will be expected in all cases. Estimated property damage is over \$20.

G. Unauthorized Entry

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance.

H. Arson / Bomb

Starting or attempting to start a fire or presenting a bomb threat.

V. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY.

A. Possession, use or attendance under the influence of controlled substances, alcoholic beverages, or substances represented to be such. In cases where there is a reasonable suspicion that a student is under the influence, an alcohol screening device will be administered to the student. After administering the screening device, the parent/guardian will be notified of the suspicion and the results of the procedure. If a student refuses to submit to a screening device, the parent will be notified and permission will be sought from the parent. **Alcohol screening devices will be used in instances where there is reasonable suspicion that a student has consumed alcohol at school or a school event or prior to arrival at school or a school event. A refusal by the student and/or parent to use the screening device will result in the same disciplinary consequences as testing positive with the screening device.** (See also the Policy on Drug Free School section.)

B. Sale or distribution of controlled substances, alcoholic beverages, or substances represented to be such.

C. Possession of drug paraphernalia.

Any device or material that aids in the use of a controlled substance.

HANNIBAL PUBLIC SCHOOLS EXTRACURRICULAR CODE OF CONDUCT

The Board of Education, the Administration, and the coaching staff of Hannibal Public Schools have high expectations of those who represent our school on athletic teams. HHS and HMS student athletes are expected to conduct themselves in a manner that reflects integrity on themselves, their team and teammates, and the school. **Participation in the HHS and HMS Athletic Programs is considered a privilege, not a right.** Parents, guardians, and student athletes should understand that this code does not contain a complete list of what might be considered inappropriate behavior as a HHS or HMS athlete. Students who represent a school in interscholastic activities must be creditable citizens and judged so by the building principal certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered creditable citizens. This code of conduct is in effect for the student/athlete's entire athletic career and applies throughout the calendar year.

Efforts by students or their parents to hide violations, or deceive school officials on issues related to citizenship will result in long-term suspensions from all activities.

HHS and HMS athletes are expected to demonstrate excellent conduct in their classrooms, in the community, and on the field of athletic competition. Nothing less is acceptable.

Use or Possession of Alcohol/ Drugs or Major Discipline Code Violations –

The Board of Education, the Administration, and the coaching staff of Hannibal Public Schools consider the following as violations of the ideals of the athletic code of conduct which warrant the indicated actions:

1. Confirmed involvement in the use or possession of a controlled substance.
2. Confirmed involvement in the use or possession of an alcoholic beverage.
3. Violation of the rules and regulations of the HHS or HMS Discipline Code that result in an Out-of-School Suspension greater than five (5) days or a cumulative total of Out-of-School Suspension days exceeding five (5) days.

First Offense - Participant will be suspended for a minimum of 20% of the team's games during that season. If the occurrence takes place too late in the season to levy a 20% penalty, the penalty shall carry into the next season in which the athlete goes out for AND completes a sport.

Second Offense - An athlete with a second confirmed incident involving drugs or alcohol will be suspended for a minimum of 75% of the athlete's upcoming games in the current season and/or the following season in which the athlete goes out for AND completes a sport. The student athlete would also be required to complete an approved substance abuse treatment program before reinstatement into any activity.

Third Offense - An athlete would automatically be suspended for 365 days. The student athlete would also be required to complete an approved substance abuse treatment program before reinstatement into any activity.

Fourth Offense - An athlete would be banned from representing the Hannibal School District for the remainder of their scholastic career.

Note: Efforts by students or their parents to hide violations, or deceive school officials on issues related to citizenship will result in long-term suspensions from all activities.

Use of Tobacco, Theft or Vandalism – The Board of Education, the Administration, and the coaching staff of HHS and HMS consider the following as violations of the ideals of the athletic program and will result in the consequences indicated below:

1. Confirmed involvement in smoking or chewing any tobacco substance.
2. Confirmed involvement in major theft or vandalism of personal or school property as described in the HHS and HMS school handbooks.

First Offense - Participant may be suspended from the student/athlete's current and/or next athletic season for a maximum period of forty-five (45) days of participation or until all obligations to society have been met, whichever time is longer.

Second Offense - Participant may be suspended from the student/athlete's current and/or next athletic season for a maximum period of ninety (90) days of

participation or until all obligations to society have been met, whichever time is longer.

Third Offense - Participant may be excluded from all athletic activities for a maximum period of one (1) year or until all obligations to society have been met, whichever time is longer.

CONFIRMED INVOLVEMENT/ADMISSION is defined to be direct information received from the Police Department, information received from an Administrator including the Athletic Director, or a member of the Hannibal Public Schools coaching staff or faculty, as well as any admission of involvement by the student.

*The above violations are **cumulative** during the athlete's career in the Hannibal Public Schools extra curricular programs. Due to the range of severity of offenses possible under these policies, the specific suspension period will be determined by the **head coach** after meeting with the AD, student, and parents/guardians. In order to maintain the highest possible standards for athletics in the Hannibal School System, these minimum requirements are established for all students participating in the athletic program. **More restrictive standards** may be required by each individual coach; however, these requirements will be set forth in writing, approved by the building principal, distributed to the athletes and parents involved, and kept on file in the Activities Office.*

Misconduct, Unexcused Absences or Other Discipline Code Violations – The Board of Education, the Administration, and the coaching staff of the Hannibal Public Schools consider the following as violations of the ideals of the Hannibal Athletic Program which warrant the indicated actions:

1. Violations of the rules and regulations of the HHS or HMS Discipline Codes that result in an Out-of-School Suspension of five (5) or fewer days.
2. Violations of rules and regulations of the HHS or HMS Discipline Codes that result in Off-Campus-Suspension.
3. Unexcused absences from a contest or practice.
4. Misconduct at practice, at a contest, or on an athletic bus.

First Offense - Punishment will be determined by the coach with notification given to the Athletic Director.

Subsequent Offenses - Punishment will be determined by the coach with notification given to the Athletic Director.

* Students who are assigned Off-Campus-Suspension (OCS) will be allowed to practice, but not participate in games during their OCS assignment.

* Students who are assigned Out-of-Building Suspension (OBS) will not be allowed to practice or participate in games during their OBS assignment.

DRUG TESTING POLICY – Every student participating in an extracurricular activity must present a signed drug testing form to their coach/director before they will be allowed to participate in games or contests. By signing the drug testing form, the student understands that they could be randomly chosen to undergo a drug test. Each student will receive a complete policy and signature form upon trying out for an activity.

POLICY PERTAINING TO STUDENT ATHLETE ATTENDANCE-IN ORDER TO BE ELIGIBLE TO ATTEND OR PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY AT HANNIBAL HIGH SCHOOL AND HANNIBAL MIDDLE SCHOOL – A student must be in school, all day, on the day of the activity unless excused by the principal. All students who participate in an activity on a night before school is in session must be in school, on time, the morning after the event unless excused by the principal. These regulations pertain to practices, as well as competitions.

POLICIES PERTAINING TO TERMINATION OF A SPORT (FOR PURPOSES OF CLARIFICATION, THE ATHLETIC YEAR IS DIVIDED INTO THREE SEASONS - FALL, WINTER, AND SPRING SEASONS):

1. **Athlete voluntarily terminating a sport - beginning practice in a sport of the same season.** Any athlete who tries out for a particular sport and subsequently drops from the squad of his own accord after the first contest in that sport cannot compete in another sport during that sport season, including weight training unless the initial coach grants a release to the athlete.
2. **Athlete voluntarily terminating a sport - beginning practice in a sport of the succeeding season.** Any athlete who tries out for a particular sport and subsequently drops from the squad of his own accord after the first contest in that sport cannot begin practice in a sport of the succeeding sport season until the schedule of the sport in which he was competing is completed, unless the initial coach grants a release to the athlete.
3. **Athlete involuntarily terminating a sport.** If any athlete is cut from the squad for other than disciplinary reasons, he may try out immediately for another sport in season or begin practice in a sport of the succeeding sport season. If any athlete is dropped from a squad for disciplinary reasons, he or she may try out for another sport or begin practice in a sport of the succeeding sports season only after the schedule of the sport in which he or she was competing is completed providing all obligations to society have been met and all suspension periods have passed.
4. **Dual-sport participation.** Athletes may participate in two sports during a single season **IF** it is agreed upon by both coaches involved and the student-athlete's parents. One sport would be the "major" sport, taking priority over the "minor" sport. A schedule would have to be agreed upon and signed by all parties before being submitted to the Activities Office before the season begins. This is for high school athletes only.

Hannibal Public Schools Athletic Standards

1. A practice or contest shall not be missed unless previously excused by a coaching staff member of that particular sport. The head coach of that sport will be the final judge as to whether that absence is excusable or not.
2. Any athlete representing Hannibal in interscholastic activities must be a creditable citizen by Missouri State High School Activities Association standards and judged so by the principal of his school. An athlete whose character or conduct is such as to reflect discredit upon himself or his school is not considered a creditable citizen.

3. An athlete who missed class on the date of a contest or practice without being excused by the principal shall not be considered eligible to represent the school on that date. In order to be eligible to attend or participate in any extracurricular activity, a student must be in school at Hannibal High School and Hannibal Middle School, all day, on the day of the activity unless excused by the principal.
4. All athletes are responsible for preservation of school owned athletic equipment. This equipment must be handled properly and accounted for at the conclusion of the sport season. In no case will equipment be given or sold to students. Students who fail to return equipment or uniforms or who have other financial obligations will not be allowed to continue to participate in athletic activities until they have been cleared by that particular coach or administrator.
5. All athletes shall engage in all pre-game, intermission, or post-game ceremonies if such ceremonies are part of the program. The penalty for violation of this standard shall be decided upon by the coach, the athletic director, and the building principal.
6. If an athlete is removed from an athletic contest by an official, the athlete will not be able to participate in the next scheduled contest.
7. Student-athletes are required to adhere to all guidelines set forth by the Missouri State High School Activities Association.
8. Students who wish to ride home with their parents from “away” contests may do so with the following provisions:
 - * The coach must approve the release of the student-athlete to their parents.
 - * The student-athlete and their parent must sign the student out with a member of the coaching staff.
 - * The student-athlete may ride home with **their parents only!** Student-athletes are **NOT** allowed to ride home with anyone other than their own parents without prior written approval by the building principal.

The disciplinary actions for the various violations listed in this code are guidelines for the actions that can be taken. A coach’s policies can exceed the listed disciplinary action when such information has been provided to the athlete in that coach’s sport in accordance with the procedure outlined above.

APPEAL PROCEDURE -- A parent/guardian who does not believe that their child’s case has been satisfactorily resolved may utilize the school district’s grievance procedure. The parent/guardian should contact the Athletic Director of Hannibal Public Schools for the proper steps in the grievance procedure.

LOST AND FOUND

Any item found is to be turned in at the Principal's office. Items lost on school buses are kept at the Transportation Center. The transportation number is 221-2604. All unclaimed items will be donated to a local service agency.

FINE'S LIST

Fees for damaged or missing books will be issued and determined by the individual classroom teachers. The rate of payment will be determined on a five year normal textbook life. Other fines that a student may be assessed include but are not limited to: Lunch charges, missing fundraiser materials, missing equipment charges, missing locks, etc. *Any student who has not paid his/her fines is not eligible for Pirate Pride drawings and is not allowed to attend any high school dances. Any Senior who has not taken care of his/her obligations from the fine's list will not be awarded his/her diploma and his/her records will not be transferred to requesting post-secondary institutions.*

COOPERATIVE SPECIAL EDUCATION

This is a work-study program and is operated in cooperation with the Missouri State Department of Elementary and Secondary Education and the Vocational Rehabilitation Department. Special educational counseling is required for this program. It is designed for the educationally disadvantaged pupil.

MISSOURI VIRTUAL INSTRUCTION PROGRAM (MoVIP)

The Missouri Virtual Instruction Program (MoVIP) offers online courses for K-12 students statewide. Missouri-certified teachers facilitate courses available via any Internet-connected computer. MoVIP provides Missouri students with equal access to a wide range of coursework. MoVIP's mission is to offer Missouri students equal access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. More information may be accessed at www.movip.org.

CORRESPONDENCE COURSES

1. Correspondence courses may be taken to supplement a student's course of study or to replace courses the student failed.
2. The student must have the approval of the principal in advance of enrollment in the correspondence course.
3. A student may take a maximum of two (2) units of correspondence courses through extension. No more than one (1) required non-elective credit may be replaced by a correspondence course credit. Physical education must be taken at Hannibal High School.
4. If a student is planning to use a correspondence course to qualify for graduation, notice of successful completion of the necessary course must be received on or before the date designated by the principal as the deadline for senior "F"s. If notice is not received, the person will not be allowed to participate in commencement.

INDEPENDENT STUDY POLICY

1. Independent Study will generally be defined as curriculum not presently offered in a department's course offerings.
2. Classes already offered in the curriculum will only be considered for Independent Study at the instructor's request. In these cases, the normal grading procedures for that class will apply.
3. Independent Study will be non-weighted.
4. Independent Study will be on a pass-fail grade system.
5. Independent Study will be available to those Seniors, with a 3.5 cumulative grade point average or higher.
6. One-half unit of credit will be applied toward graduation for each full semester of Independent Study completed.

NATIONAL HONOR SOCIETY

Membership in National Honor Society is an honor and is recognized as a commitment to continued excellence on the part of the student. Selection to NHS is a privilege, not a right. Membership is open to juniors and seniors who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students must have a cumulative GPA of 3.5 or better on a 4.0 scale at the end of their sophomore year.

Those students are given a student activity information form to complete in the fall. Each student should have at least one activity in each of the categories on the application form. At least one item in the co-curricular area should be a non-athletic activity. Students who wish to be considered for membership are asked to return this form to the faculty advisor. Members of the faculty are solicited for input regarding a candidate's character and leadership. Students are then selected to be members by a five-member faculty council appointed by the principal. Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service projects.



GRADUATION REQUIREMENTS

A student shall successfully complete a minimum of 24 units of credit in a program which is cooperatively planned by the student, parents, and the school to meet the needs of the student. Accumulation of credits will begin with the ninth grade year. Students must also pass the Missouri and the United States Constitution tests.

GRADUATION REQUIREMENTS Class of 2010 and Above

Communication Arts*	4
Mathematics	3
Science	3
Social Studies	3
Fine Art	1
Physical Education	1
Practical Arts	1
Computer Application	.5 (counts as .5 practical art)
Health	.5
Personal Finance	.5
Electives	6.5
Total Minimum Requirements	24

The .5 credit of computer applications may be waived if a student passes a computer proficiency test administered by Hannibal High School.

All subjects taken after the eighth (8th) grade will count toward high school graduation requirements.

The actual granting of a diploma at commencement exercises is dependent upon the student meeting all requirements for graduation. Persons who do not meet the requirements for graduation **WILL NOT** participate in commencement exercises.

A+ LEARNING SYSTEM (ALS) AND CREDIT RECOVERY

The A+ Learning System is a self-paced computerized program that is correlated to the Missouri Grade Level Expectations for core classes. This program is designed to help students that are credit deficient make up credits by completing courses on ALS. Students who complete the entire class on ALS will receive a "P" as a passing grade. It is also used for the Credit Recovery Program.

Students who have failed a core class with below a 60% may recover that credit by completing all of the ALS objectives for that class. The following criteria will be used to place students in ALS classes:

1. Students will be allowed to enroll in a maximum of two blocks of ALS unless prior approval is obtained by the HHS Director of Guidance, HHS Principal, and the ALS Program Director.

2. Only students who are credit deficient are allowed to enroll in ALS classes. Credit deficient will be defined using the following criteria:
 - A Sophomore with less than 6 credits after his/her Freshman year.
 - A Junior with less than 12 credits after his/her Sophomore year.
 - A Senior with less than 18 credits but greater than 15 credits after his/her Junior Year.
 - A Senior with less than 15 credits will be eligible for the Missouri Option Program.
3. New students who enroll in the middle of a semester from another high school who are transferring from a course which HHS doesn't offer may be enrolled in the ALS Program.

Students that fail a core class with a 60% or above are eligible for Credit Recovery. If a student fails a core class w/ < 60%, then he must do ALL the objectives. If a student fails a core class w/ 60%, then he must do 90% of the total # of objectives for that class. If a student fails a core class w/ 61%, then he must do 80% of the total # of objectives for that class, etc. (Please see the example below.)

For example: English 11-2nd semester, which has 30 objectives.....

- 64%= 15 objectives (50% of the total # of objectives)
- 63%=18 objectives (60% of the total # of objectives)
- 62%=21 objectives (70% of the total # of objectives)
- 61%=24 objectives (80% of the total # of objectives)
- 60%=27 objectives (90% of the total # of objectives)
- Below 60%=ALL objectives (100% of the objectives)

When the lessons have been completed, the student's grade is changed to a D.

MISSOURI OPTION PROGRAM

The Missouri Option Program is an approved option for a credit deficient Senior to earn a high school diploma by passing the GED. Students must meet the following eligibility criteria:

1. Must be enrolled and in good standing at HHS.
2. Be a senior with less than 16 credits or a second semester Junior with less than 12 credits. Seniors will be given priority in enrollment.
3. Must score an 8.0 grade equivalent or above on the Math and Reading portion of the TABE test.

Each week students will participate in 15 hours of individualized instruction and 15 hours of work study and/or course work or career path related vocational classes. Students are eligible to participate in all HHS activities, except for MSHSAA sponsored extra-curricular athletics and activities. Students who do not fulfill the requirements of the program will be dropped from the program.

RULES AND REGULATIONS FOR EARLY GRADUATION

1. All requirements must be completed by the end of the sixth or seventh semester.
2. Students electing to leave school after their sixth or seventh semester early will forfeit their eligibility for scholastic recognition in that they will not be included in the final class rank, in the top ten percent of the class, or other end-of-school programs. Those students initiated into the National Honor Society as juniors will not be eligible to continue their membership.
3. Early graduates are only eligible to participate in the next formal graduation ceremony (January or May).
4. Since early graduates are no longer Hannibal High School students, they may attend school activities and dances on the same basis as any other non-student.
5. Final class rank will be determined as shown at the end of the last semester of enrollment at Hannibal High School and sixth and seventh semester early graduates will not be included in the final end-of-the-year class rank.
6. The following credits not earned during the normal school day and year will be accepted for credits to count towards early graduation:
 - Correspondence or extension courses (Limit 2 credits)
 - HHS Summer School Enrichment Courses
 - Missouri Virtual School courses.
7. Students not enrolled in an at-risk program through Hannibal High School are not eligible to use the following remedial programs to earn credits towards early graduation:
 - Persistence to Success in Graduation Program
 - Credit Recovery Programs
 - A+ Learning System (ALS)

WEIGHTED GRADE PLAN

In keeping with the recommendations of the American Association of College Admissions Officials and the National Association of Secondary School Principals, Hannibal High School uses the following plan of weighted grades to determine class rank.

<u>WEIGHTED GRADES</u>		<u>UNWEIGHTED GRADES</u>	
<u>Grade</u>	<u>Point</u>	<u>Grade</u>	<u>Point</u>
<u>Value</u>	<u>Value</u>	<u>Value</u>	<u>Value</u>
A	5	A	4
B	4	B	3
WC	3 (80 - 85%)	C	2
C	2 (73 - 79%)	D	1
D	1	F	0
F	0		

With the exceptions of alternative programs, and Independent Study classes all subjects are assigned a grade, all subjects have a credit value, and all subjects are used in determining class rank. It is possible in a given semester for a person to achieve a grade point average of five (5). It is not possible for any student to graduate with a five (5) point average, since all students must take some unweighted subjects, to complete State and Local requirements.

The following subjects receive a weighted grade point:

ENGLISH

English 11 C.P.
English 12 C.P.

SCIENCE

Chemistry II
Physics
Ecology/Lab Experimentation
Human Anatomy & Physiology

MATHEMATICS

Math Analysis
Analytic Geometry/Calculus

SOCIAL STUDIES

Economic Theory
American Studies C.P.
Psychology II

FOREIGN LANGUAGE

Spanish III, IV and V
French III, IV and V

HCTC COURSES

Accounting II and III
Medical Terminology II and III
Legal Terminology II
Medical Office II

HLGU EARLY ENROLLMENT CLASSES

All Core Courses taken at HLGU.

HLGU EARLY ENROLLMENT PROGRAM

Any HHS Senior who has a 3.0 cumulative GPA is eligible to take dual enrollment classes through HLGU. Students are awarded .5 credit from HHS for every 3 hours of college credit awarded by HLGU. Tuition is \$85 per credit hour and there is a one time application fee of \$25. Students are allowed to take a maximum of three (3) dual enrollment classes per semester on the HLGU campus.

SEMESTER TEST POLICY

All weighted, advanced, and college prep classes have a comprehensive semester test valued at 20% of the semester grade. All other academic classes will have a comprehensive semester test valued at 10% of the semester grade. Practical Arts, Fine Arts, Health/P.E., and Special Education classes will not be required to have a semester test. The teacher has the option to administer a semester test if he or she so desires. Semester projects may be appropriate in lieu of a semester test and they may count up to 20% of the final semester grade.

HONOR ROLL

The average of all grades earned that quarter or semester must be a 3.0 to be eligible for the "B" honor roll. To be eligible for the "A" honor roll, an average of all grades must be a 4.0. Any student receiving a grade of "F" will not be eligible for the Honor Roll.

GRADUATION HONORS CUM LAUDE HONORS SYSTEM

In place of honoring a Valedictorian and Salutatorian, a Cum Laude Honors System will be implemented with the Class of 2007 and future classes. The eligibility requirements for these honors are listed below:

SUMMA CUM LAUDE

1. Student has a 4.2 cumulative GPA or above on the HHS weighted scale.

MAGNA CUM LAUDE

1. Student has a GPA between 4.00 and 4.19.

CUM LAUDE

1. Student has a GPA between 3.80 and 3.99.

STUDENT RECORDS

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests.

A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

The following information may be released without obtaining parental consent: Student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status (e.g., full-time or part-time); participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photograph of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

Prepared by U.S. Department of Education, Family Policy Compliance Office

POLICY ON A DRUG-FREE SCHOOL

The policy on a Drug-Free School is required by P.L. 101-226 to forward all students and parents of Hannibal High School the information provided by the Hannibal Board of Education on the drug-free policy. Hannibal High School is also required to inform students and parents that compliance with the standard of conduct is mandatory.

Alcohol and Illegal Drugs

It is the policy of Hannibal Public Schools that possession, use, and/or distribution of alcohol as defined in Chapters 311 and 312 RSMo and illegal drugs as defined in Chapter 195 RSMo are strictly prohibited in school buildings, on school grounds, on school buses, and at all school-sponsored activities, regardless of location.

Professional personnel should carry on intensive continuing programs of education designed to fully inform students about the dangers of the use, misuse and abuse of drugs and alcohol. A drug education curriculum guide has been developed to aid Hannibal teachers at all grade levels, K-12.

To ensure fair and equitable enforcement of the policy, the following guidelines are set forth:

1. It is recognized that the use of drugs and alcohol is illegal, severely impairs the educational process of the student using them, and disrupts the education of other students. In view of this, no distinction will be made in penalties for the abuse of either illegal drugs or alcohol.
2. First offense of possession or use of illegal drugs and/or alcohol will result in a minimum of ten (10) suspension days to a maximum of one (1) semester. The building principal will contact the parents and make the initial suspension. In all cases, the principal is to file a written report and recommendation to the superintendent of schools, who will make further disposition of the case.
3. In cases dealing with the sale and distribution of illegal drugs and/or alcohol, or with second offense of possession and/or use of same, the building principal will contact the parents and make the suspension for ten (10) days. A written report is to be filed with the superintendent of schools, who will make further disposition of the case. Any like offense on record from prior years will be taken into account for disposition of disciplinary measures.
4. All students involved in the use or possession of drugs and/or alcohol and subject to school discipline are expected to undergo appropriate counseling and treatment for said problem. This is to be done at the individual's own expense. When the student wishes to return to school, a written statement of treatment from an unconditionally certified drug and alcohol service agency must be furnished and a successful conference with building principal, student, and parents must be held as prerequisite to being reinstated into school. In the event these conditions are not

met, a further conference will be scheduled with the superintendent of schools, who may either dispose of the matter or refer it to the board of education.

5. Any time that sufficient evidence exists, referrals will be made to the criminal justice system for further disposition above and beyond any action taken at school.

6. The board of education recognizes that extra-curricular activities as set forth by the Missouri State High School Activities Association are not required of students and therefore, participation is a privilege. Due to this, the board of education may set forth additional standards for extra-curricular activities. Such standards must be consistent with board of education policy and the Missouri State High School Activities Association and may be more stringent than said guidelines and policy, but not less stringent.

7. The Hannibal Police Department will randomly have their canine officer search the building for illegal substances. This will occur on several occasions throughout the school year.

GENERAL HARASSMENT POLICY

The Board of Education declares that it is the policy of the school district to maintain a working and learning environment that is free from harassment based on an individual's race, color, religion, sex, national origin, or disability. As a result, it shall be a violation of this policy for any employee of the school district to harass students or other employees of the school district because of their race, color, religion, sex, national origin, or disability. It shall also be a violation of this policy for students to harass employees or other students of the school district based on their race, color, religion, sex, national origin, or disability. In order to constitute a violation of this policy, the harassment must occur on or in school district property, including school vehicles; or, during or in conjunction with a school sponsored activity; or, directly in connection with the educational process of the school district.

DEFINITION

Harassment is defined as unwelcome or inappropriate verbal, written, or physical conduct toward an employee or student of the school district because of that individual's race, color, religion, sex, national origin, or disability. Harassment occurs when such conduct has the effect of unreasonably interfering with an individual's work, academic or extracurricular performance, or has the effect of creating an intimidating, hostile, or offensive work or learning environment.

SUBSEQUENT ACTION

All allegations of harassment shall be fully and confidentially investigated and immediate and appropriate corrective or disciplinary action shall be taken. Complaints concerning alleged harassment by an employee of the school district should be made to the appropriate supervisor or the superintendent of schools.

Complaints concerning alleged harassment by a student should be made to the student's building principal or the appropriate education officer.

An employee, supervisor or student who is aware of any harassment directed toward a student or employee of the school district shall immediately report such conduct to the appropriate school official. When a complaint alleging harassment is received, an investigation will be conducted by the school district during which every effort shall be made to preserve the confidentiality of the person making the complaint. In determining whether the alleged conduct constitutes harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred. The complaint files containing allegations of harassment shall be separately maintained and shall be confidential to the extent possible under law.

GRIEVANCE PROCEDURE

Employees who believe that their complaint has not been satisfactorily resolved may utilize the appropriate school district grievance procedure. A student who believes that his or her complaint has not been satisfactorily resolved may utilize the School District's grievance procedure, Board of Education Policy section 5.90-1, paragraph 3.

NON-DISCRIMINATION

No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under the educational programs or activities of Hannibal High School on the basis of race, color, creed, religion, sex, national origin, or handicap. The Title IX coordinator and the Section 504 coordinator is Susan Johnson.

NOTIFICATION OF RIGHTS OF STUDENTS IN PUBLIC SCHOOLS

Hannibal School District No. 60, Hannibal, Missouri in conformance with the U.S. General Education Provisions Act, declares the following as "directory information". As provided in that act, this information concerning students may be made public:

1. Student's name, address, telephone listing
2. Date and place of birth
3. Pictures
4. Participation in officially recognized activities
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Honors and awards received.

This public notice is required by law before such information can be placed in yearbooks, student directories or other student publications. If any parent or legal guardian of a student does not want any of this information released without his or her consent, he or she may contact the principal of the school that the student attends within thirty (30) days of this notice.

HANNIBAL PUBLIC SCHOOLS
PUBLIC COMPLAINTS OR CONCERNS POLICY

Hannibal, Missouri

(Effective November 14, 2001)

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district. This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education (DESE) under the Goals 2000: Educate America Act and the Improving Schools Act (ISA).

1. Complaints on behalf of individual students should first be addressed to the teacher/employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If the matter cannot be satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board of Education in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. The decision of the Board shall be final in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability for lodging complaints against the local district or state.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure established for that purpose.

Dr. Jill Janes, Superintendent

