

INTRODUCTION

Welcome to Belton High School Freshman Center (BHSFC). Our goal is to provide an encouraging and safe school environment for you. Your academic success is our top priority. As you read through the handbook, you will see that we place a high value on respect for all people, academic achievement, and regular attendance. The administration, faculty, and staff embrace the philosophy that through hard work and support each and every student can and will be successful. BHSFC adheres to a policy of non-discrimination on the basis of race, color, creed, national origin, sex, age, or handicap.

BHSFC MISSION STATEMENT

Our Mission is to provide all students with the tools and the power to succeed and acquire a strong knowledge base. We will help students become responsible citizens by preparing them for the future through goal setting and planning. We will provide students with a caring, safe, and fun learning environment which values pride and confidence.

Vision Statement: Our vision is to become a cutting edge facility with state of the art technology. We will strive to involve students, parents, and the community in all aspects of BHSFC. Through professional development and learning communities teachers will be better equipped to provide quality instruction and classroom management in a safe innovative environment.

Value Statements:

- *We will provide a caring, firm, adult presence throughout the building.*
- *We will be positive and respectful showing students by example what we expect.*
- *We will collaborate to meet our students' needs.*
- *We will take time to strengthen relationships with students.*
- *We will never give up on any student.*
- *We will provide praise and encouragement to staff, students, and parents.*
- *We will use data to drive decisions.*

GRADES AND ATTENDANCE

Grade Cards: Grade cards are issued quarterly and final grade cards are issued at the end of each semester. Letter grades are used to designate a student's progress. Honors courses are generally weighted. In addition to quarter and semester report cards, progress reports will be issued to students in each class every three weeks on the following dates: Sept. 16, Oct. 7, Oct. 28, Nov. 18, Dec. 16, Jan. 27, Feb. 17, Mar. 10, Apr. 7, Apr. 8, May 19. If there is a snow day, progress reports will be handed out on the following school day. Students that have missing work will be issued a missing assignment report weekly

in each class. Students also participate in weekly grade tracking to personally monitor their grades. These graphs can be found after page 14 of this handbook.

Honor Roll: Student honor roll lists are published in the local newspaper after each quarter grade card is issued and based on the following:

Principal's Honor Roll	4.0 and above
"A" Honor Roll	3.5 - 3.99
"B" Honor Roll	3.0 - 3.49

A+ Program: BHSFC freshmen are eligible and encouraged to sign-up for the A+ Schools Program. The A+ Schools Program is administered by the Missouri Department of Elementary and Secondary Education. The primary goal of the A+ Schools Program is to ensure that all students who graduate from Missouri high schools are well prepared to pursue advanced education and employment. Students who graduate from a designated A+ high school may qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri if the students successfully meet the following requirements:

- Enter into a written agreement with the high school prior to graduation.
- Attend a designated school for three consecutive years immediately prior to graduation.
- Graduate with an overall GPA of 2.5 points or higher on a 4-point scale.
- Have an overall attendance rate of at least 95 percent for grades 9-12.
- Perform 50 hours of district-supervised, unpaid tutoring or mentoring.
- Maintain a record of good citizenship and avoid the use of drugs and alcohol

The financial incentive is available only after the student has made a good faith effort to first secure all available federal financial aid through the Free Application for Federal Student Aid (FAFSA) that does not require repayment.

Kevin Gerke, BHSFC Assistant Principal, is the district's A+ Coordinator. If you have any questions, please contact him at (816)-348-1726.

High School Promotion Requirements (BHS): Students may earn six credits while attending BHSFC. **Students are required to pass five credits in order to be promoted to the 10th grade at BHS. Please understand that this policy is strictly enforced.**

Attendance Procedures: The Missouri Department of Education through the Missouri School Improvement Program requires a school attendance rate to be at a minimum of 91% per building and the district minimum of 93% for accreditation. Any school failing to meet this standard will lose accreditation by the state. The goal of Belton High School Freshman Center is to reach the highest standard of 94% as set by the Missouri School Improvement Program.

PARENTS/GUARDIANS ARE ASKED TO CALL IN ANY ABSENCES TO THE ATTENDANCE SECRETARY AT 348-1726 AS EARLY AS POSSIBLE.

- Any student who misses more than 7 class periods of any class each semester will fall below the state standard for attendance and will not receive credit in that class.
However, a student who misses more than the allotted amount of time may choose to make up time at BHSFC Attendance Hall.
- BHSFC Attendance Hall will be held on Monday, Wednesday, and Thursday of each week that school is in session from 2:25 pm to 4:25 pm. The office will announce any changes in this schedule to students.
- BHSFC Attendance Hall is **NOT** a punishment, but is a quiet study time to be used as an opportunity for students to make up work, which might have been missed due to absences.
- The time made up at BHSFC Attendance will be applied to all classes that a student has missed over the seven period limit, unless the student requests the time be applied to one or more particular classes.
- In the classes where attendance time has not been completed, teachers will record an “NC” (no credit) grade. Credit will not be awarded for the class until the attendance time is made up. A grade of “NC” does not transfer to other school districts, therefore it is important that a student make-up attendance hours in a timely manner.

All periods missed will count toward the seven period totals. Exceptions to this policy are:

1. school-sponsored activities,
2. in-school suspension,
3. death in the family, or
4. a student receiving homebound services.

Any student who misses more than the seven period limit for any other reason than the above list will need to make up the time necessary to receive credit.

All official letters of recommendation and transcripts will note whether the student has or has not met the state standard for attendance.

The school will attempt to notify students and parents of attendance violations. However, ultimately it is the student’s responsibility to monitor his or her attendance.

MAKEUP WORK: Students are responsible making arrangements with each of their teachers for completing work missed during an absence. If a student is going to be absent for **three or more** consecutive days, homework assignments can be requested through the office.

Attendance Incentive Program: Students will be rewarded for perfect attendance during each three-week grading period, quarter, semester, and full year. It is the philosophy of the BHSFC that excellent attendance is essential to student success and should be recognized.

Homebound Services: Contact a representative at the district office, 348-1512, for students who may qualify for Homebound services. All cases are treated individually. The following classes are very difficult to homebound: lab classes, foreign language, art, industrial technology, music, and physical education.

Truancy/Skipping Class: Skipping a class or being truant from school is not allowed. Disciplinary action will result and a referral will be made to the Truant Officer.

Tardy Policy: It is the philosophy of the BHSFC faculty, staff, and administration that being on time to school and to each class is essential to being a successful student and a valuable life skill. It is for these reasons that the following policy was created to promote and support students being on time to school and each class.

Late Arrivals to School: Students must sign in at front office and receive a pass to class. Students that arrive late to school will then follow the following tardy policy unless the student has a **documented** excuse, such as a doctor’s appointment, for being late to school. Bad traffic and oversleeping are not examples of an excused late arrival.

Tardy Policy: Any time a student is tardy to class or arrives to school late, the student will be required to sit in the safe seat. This should not be seen as a disciplinary action but rather it allows the teacher to get the student caught up with the work being completed in class and also allows the teacher to speak with the student about coming to class on time.

The following policy will be followed when a student is tardy to class or arrives to school late. The number of tardies will be recorded for each class separately.

Number of Tardies	Classroom Consequen	Administrative Action
<u>1st and 2nd</u>	Safe Seat Student Conference	None
<u>3rd</u>	Safe Seat Parental Contact	None
<u>4th</u>	Safe Seat Disciplinary Write-up	Student Conference Parental Contact One Hour of Detention
<u>5th</u>	Safe Seat Disciplinary Write-up	Two Hours of Detention
<u>6th</u>	Safe Seat Disciplinary Write-up	Three Hours of Detention Mandatory Parent Meeting Tardy/Attendance Contract

GENERAL POLICIES AND PROCEDURES

Class Status: Only students who are freshmen in the Belton School District will attend BHSFC.

Signing In/Out of School: Belton High School Freshman Center is a closed campus. The following policies apply to Freshmen signing in/out:

1. A parent or designated emergency contact must properly sign a student out in the school office. ID will be required.
2. Any person other than a parent or legal guardian that is not designated as an emergency contact will not be allowed to sign a student out regardless of the relationship to the student.
3. If a student arrives at school after the 7:20 a.m. bell, they must first report to the office and sign in.
4. Leaving without permission will result in disciplinary action.
5. Once an absence has been determined to be a skip, disciplinary action will result and the Truant Officer may be notified.

Visitors: All visitors including parents or guardians are required to check into the office upon their arrival. All visitors will be issued a visitor pass that must be worn while on school property.

Parent Conferences: Parents may request appointments for conferences with teachers, the counselor or principal by contacting the office at 348-1726. It is preferred that an appointment be made for a conference in order to avoid conflicts with teacher, counselor, or the administration's schedules.

Lockers: Students will be assigned lockers for the storage of books, clothing, personal articles, etc. *Students are NOT allowed to change lockers or share a locker with another student. Disciplinary action will be taken.* The school is not responsible for lost or stolen items. Students are required to clean out their assigned locker at the end of the year. Maintaining and cleaning out gym lockers is the students' responsibility as well.

Driving to School: BHSFC students are **NOT** allowed to drive to school.

Bulletin Boards: All posters or flyers for activities sponsored by school groups **must** receive approval from the building principal before being placed in the building. All posters or flyers for activities sponsored by non-school groups **must** receive approval from Belton School District Central Office.

Lost and Found: Students and staff who find lost articles are asked to take them to the office. Found articles which are not claimed within a reasonable time will be given to charity.

STUDENT SERVICES

Academic Focus: The purpose of Academic Focus is to provide students with the opportunity to receive tutoring and additional support in their classes. Academic Focus is a time for tutoring, completing tests or quizzes, completing missing or absent work, reading, studying for tests, working on projects, or doing homework assignments. Students are required to be studious and remain quiet during this time. Students may request or be given a pass from their classroom teacher to receive tutoring. Students may request a pass to the Library or Computer Lab once a week but may not request a pass to any other location. No restroom passes will be given during Academic Focus. Regular school and classroom rules apply during Academic Focus including no food or drink and no electronic devices.

In addition to receiving academic support, students will track their grades weekly on the Grade Tracking Graphs located on page 15-22 of this handbook. Academic Focus teachers will give students their grades every Wednesday. Students will then graph their grades in each class to monitor their progress throughout the school year. The purpose of Grade Tracking is for students to be aware of the grades and progress in each class weekly. Parents are encouraged to look at their student's Grade Tracking Graphs to stay informed of their child's grades and progress throughout the school year.

Counseling Services: Counseling services are available. Services include but not limited to:

1. assistance with class planning and scheduling,
2. interpretation of test scores,
3. career and occupational information,
4. study helps,
5. and home, school, personal or social concerns.

All conferences are confidential.

Schedule Changes: Students who wish to discuss schedule changes may do so with the Counselor by appointment in August prior to the beginning of school and in December prior to second semester. Administrative staff may authorize additional changes during the school year.

Health Room and Medication at School: Students are **NOT** allowed to carry any type of medications, except prescription inhalers, during school hours. Several over-the-counter medications such as Tylenol, Tums, & cough suppressants are available in

the Health Room if the student has a signed permission form on file. Students who need prescription medication during the school day must come to the Health Room where it will be administered by a staff member. All prescription medication must be kept in the Health Room along with written permission authorizing administration the medication. Students that carry inhalers must have the required form completed by both a physician and a parent/guardian on file. Students must also have a back-up inhaler available in the Health Room.

Established guidelines have been developed to protect students from errors in medication. We appreciate the cooperation of parents/guardians by abiding by these guidelines and keeping us informed of any changes in your child's medical history.

Medical history forms and all medication permission forms must be renewed each year. Please feel free to contact the Health Room at any time if you have any questions or concerns.

Athletics and Activities: The Belton High School Freshman Center is a member of the Missouri State High School Activities Association. To participate in activities with other schools, a student must adhere to the eligibility requirements set forth by the MSHSAA and the Belton Board of Education. (See the Student Athletic Handbook and observe credit requirements.) **STUDENTS MUST PASS AT LEAST 2.5 CREDITS IN THE PREVIOUS TWO TERMS (18 WEEKS) AND BE ENROLLED IN THREE (3) CREDITS FOR ELIGIBILITY IN ATHLETICS AND ACTIVITIES.**

The following MSHSAA activities are available to students who meet eligibility requirements:

Basketball	Soccer	Basketball
Tennis	Football	Cheerleading
Volleyball	Softball	Golf
Dance Team	Swimming	Speech & Debate
Track & Field	Wrestling	Cross Country
Newspaper	Yearbook	Music/Academic teams

The school is held responsible for the conduct of all fans at home and away activities by MSHSAA. Students and fans will be supervised by BHSFC personnel. Students who are suspended may not attend or participate in any school activity while the suspension is in effect. Students who are serving OSS are not permitted on or near school property.

Clubs: There will be a variety of clubs and activities available to BHSFC students. More information will be given during the school year.

STUDENT EXPECTATIONS AND DISCIPLINE

All students are expected to comply with the policies and procedures of BHSFC and the policies of the Belton School District Board of Education. All Board of Education policies are available on-line on the district's website.

THE SCHOOL RESOURCE OFFICER IS AVAILABLE FOR ANY UNLAWFUL OFFENSES COMMITTED ANY STUDENT.

Specific Student Expectations: Students are expected to comply with the specific classroom rules, procedures and regulations given by each individual teacher in addition to those listed below.

Student Detentions: All assigned detentions must be served in a timely manner at BHSFC only. Detention Hall is open on Monday, Wednesday, and Thursday of each week from 2:25 pm to 4:25 pm when school is in session. Time must be served in one hour increments. Failure to serve detentions will result in a student not being able to attend school dances or participate in extracurricular school activities (games and practices).

Academic Honesty: As members of the BHSFC academic community we honor academic and personal accountability. We uphold the values of honesty, integrity, respect and responsibility and expect all students to be academically honest. The Belton School District Board of Education policy on academic dishonesty will be followed and enforced.

Electronic Devices: Use and/or display of cell phones, electronic games, headphones, iPods, MP3/radios/tape/CD players, video games, walkie-talkies and all other electronic equipment that could potentially interrupt the learning environment, is **prohibited during the regular school day (7:20 a.m.-2:20 p.m.)**. Use and/or display of these devices will result in immediate confiscation and the student will be required to call their parent at the end of the day to pick up the device or have the option of paying \$1 which will be donated to the Belton Education Foundation Scholarship fund. Those that are repeat offenders will face possible other disciplinary action. Electronic devices should be secured in a locker or backpack. Personal computers and palm pilots are to be used with teacher approval for curricular use only. **The school will not be responsible for any lost or stolen items.**

Telephone Use: Students will be permitted to use the office or classroom telephone in emergency situations only.

Cafeteria/Lunch: Students must deposit money on their accounts or bring cash in order to eat. Students are not allowed to charge for their meals. Students are to remain in the cafeteria/commons area during lunch shifts.

Students are expected to:

1. Be quiet and considerate of nearby classes.

2. No more than 8 students should be seated at a single table.
3. Place all lunch litter in trash receptacles.
4. Return all trays and utensils to the proper area.
5. Leave the table clean and floor around it picked up

Food is NOT permitted in classrooms or hallways without prior permission. Some classes permit clear bottles of water in the classroom. Teachers will have final determination of student use of water bottles in their classroom.

Hall Passes: As a matter of safety, Students must have their own **BHSFC STUDENT PLANNER** with a hall pass completed in order to be released into the hallways. Students may purchase a replacement planner at a cost of \$5.00. Any student in the hallways without a valid planner hall pass will be subject to disciplinary action.

Classroom and Hallway Disruptions: No running, excessive noise or horseplay in the hallways or classrooms. Students must not become a nuisance to others. Repeated offenses could be treated as disorderly conduct by the School Resource Officer.

Dress Code: Extremes in wearing apparel or personal appearance that the administration feels disrupts the learning process or interfere with the intended function of the school will not be acceptable.

As a matter of accepted practice and courtesy, the following policies must be adhered to:

1. Students must wear shoes.
2. Students must not wear hats, caps or any other form of head gear, sunglasses or headphones/ear buds in the building and may not carry them in the hallways after school has started (7:20-2:25 p.m.)
3. Students must not wear items that reference or display through statements, signs or pictures: obscenity, profanity, sexual innuendo, violent themes, weapons, drugs, tobacco or alcohol, or any inappropriate slogan.
4. Students must not wear excessively short skirts or shorts.
5. Students must not wear pants, shorts, or skirts below waist level.
6. **PROHIBITED:** strapless or spaghetti strap apparel, bare midriff, backless, tank tops/sleeveless/muscle shirts, mesh/see-through tops, underwear worn as outer garments or any other clothing garment that promotes inappropriate exposure or disrupts the learning environment.
7. **PROHIBITED:** Any item that presents a safety concern (chains, spikes, dangerous jewelry, safety pins, etc).
8. **School District Personnel may restrict any student from attending classes or school activities when that student's dress, general appearance, and/or conduct creates safety, health, or discipline problems. Administration has the final say on this matter.**

First Offense: Teacher warning/required to change offensive or inappropriate dress – email to assistant principal regarding warning.

Second Offense: Refer to office – parent notified to bring appropriate attire – detention hours will be assigned.

Public Display of Affection: Holding hands is the **only** sign of affection allowed. Kissing, hugging and other inappropriate behaviors will result in disciplinary action.

Harassment/Bullying: Any student involved in making derogatory or inflammatory racial comments, slurs, drawings, or involved in the distribution of derogatory or inflammatory racial literature will receive discipline according to the degree of the infraction. Repeat offenders will be treated more severely and referred to the School Resource Officer.

Bullying is repeated or 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 or theft, damaging property, and exclusion from a peer group.

Appropriate discipline action will be taken by the administration if a student is found to have violated this policy.

Inappropriate Language: Inappropriate language, profanity, and verbal abuse by students on school grounds will not be tolerated. This includes possible arrest by a law enforcement official.

If inappropriate language, profanity, or verbal abuse is directed to any school personnel the student will receive a minimum of 3 days out-of-school suspension (OSS).

Fighting: Students involved in any incident of fighting will receive a minimum of 3 days Out of School Suspension (OSS) and student will be subject to arrest by the School Resource Officer.

Search and Seizure: Searches are for the purpose of school safety for all. School officials have the legal right to search the following:

1. lockers,
2. automobiles on school property,
3. backpacks,
4. purses,
5. clothing,
6. desks,
7. and other school property used by students.

In some cases drug dogs may be used.

Theft: Students involved in any incident of theft will receive a minimum of 3 days of out of school suspension and will face arrest by the School Resource Officer.

Tobacco Use/Possession: The Belton School District is a tobacco-free environment. Students are NOT allowed to possess or use tobacco on school property or in the school building subject to disciplinary action by school administrators and may be subject to arrest by the School Resource Officer.

Drug/Alcohol Possession and Selling/Distributing of Drugs/Alcohol: The use, possession or being under the influence of alcohol/ illegal drugs is strictly prohibited. Anyone found in the possession of drugs/alcohol will receive a ten (10) days of Out of School Suspension (OSS), parents/guardians will be contacted, and students may be subject to arrest by the School Resource Officer.

Students who sell drugs/alcohol in the school system will receive a recommendation to the Superintendent for long term Suspension/Expulsion from school.

Obscene/Pornographic Material: No student shall knowingly manufacture, print, publish, buy, sell, advertise, possess, intend to sell or circulate, or give away any obscene, lewd, or indecent material. This includes but is not limited to:

1. Books, magazines, pictures, papers, pamphlets, drawings, photographs, videos, or any other publication of indecent, immoral, or scandalous character.
2. All pornographic material or anything resembling pornographic material.
3. Inappropriate internet sites depicting pornographic material or immoral actions.
4. Inappropriate images, messages, and other material found on a cell phone or other electronic device.

Appropriate discipline action will be taken by the administration if a student is found to have violated this policy.

Sexual Harassment and Misconduct: Sexual misconduct is not tolerated and is subject to administrative discipline and police action, as deemed appropriate. This includes the following restrictions:

1. A student cannot purposely subject another person to sexual contact or conduct which would be interpreted as sexual.
2. A student cannot expose himself/herself nor have sexual contact of any kind.
3. A student cannot solicit or request another person to engage in sexual conduct under circumstances which he/she knows that his/her requests or solicitation is likely to cause alarm.
4. A student cannot make any unwelcome sexual advances in physical, verbal or written form. This includes unwanted offensive touching.

COMPUTER ACCESS CONTRACT

Students and their parents are required to sign the following Computer-Based Technology Resource Use Contract. Students will not be allowed computer access until the contract is signed. The contract outlines appropriate use of school computers. Violation of the contract will result in suspension of computer privileges as well as other disciplinary action.

COMPUTER-BASED TECHNOLOGY RESOURCE USE CONTRACT

This contract is intended to make student and their parents aware of the Belton School District policy for the use and care of computer-based technology resources.

Computer-based technology resources are placed in the schools and administrative support offices as instructional, administrative, productive tools to support classroom instruction and related administrative support functions. The acquisitions and installation of these important resources requires detailed planning and considerable expenditure of time. Once incorporated into daily teaching/learning activities and administrative support functions these resources must be reliable and ready for use on a day-to-day basis. These resources are generally expensive and costly to maintain, repair and replace. It is essential that the day-to-day use of these resources be carried out in an intelligent and responsible manner by all concerned at every level of instruction and learning.

I/We the undersigned students and parent/guardian understand and accept the following policies and code of conduct for the use and care of computer-based technology resources belonging to the Belton School District #124.

1. I will only use Belton School District #124 computer-based technology as directed by my instructor and/or teacher.
2. I will not manipulate or change any computer-based resource equipment configurations or settings without the prior approval from my instructor or teacher.
3. I will not change or modify software configurations or settings without prior approval from my instructor or teacher.
4. I will exercise due care and precaution while using computer-based technology resources to ensure that they are not damaged.
5. I will immediately report to my instructor or teacher all damage or improper performance of any technology equipment or software entrusted to me for my use.
6. I will not be involved in any mischievous actions or misconduct that could result in the damage to or destruction of school computer-based equipment and related software/instructional materials. I will not make any illegal or unauthorized copies of computer diskettes, software programs, files or instructional materials that I may have access to during the school day.
7. I will not remove any technology resources from any room in the school unless I have written approval from my instructor or teacher.
8. I will conform to any additional rules or procedures relating to the use of technology-based hardware and materials as specified orally or in writing to me by my instructor, teacher or school administrator.

9. I will not be involved in any effort to access the Internet or any of its resources unless specifically directed to do so at a specific time and place by my instructor or teacher. I will not access or download any pornographic or vulgar files or graphics under any circumstances. I will not send any e-mail messages to any person over the internet or any other on-line services from school equipment unless I have specific case by case approval from my teacher or instructor in charge to do so. In those cases I will ensure phraseology as determined by the school and not me or my peers. I understand that improper behavior over a telecommunications network could result in serious criminal charges including felony charges.

Further, as the student of record, I fully understand that if I am found in willful violation of any of the policies or behavior/conduct requirements listed above that I could be subject to disciplinary actions as established by the School Board policies and the following guidelines.

First Offense – I know that on the first occasion of my violating any of the above policies or rules that I will receive a verbal warning from the instructor or teacher detecting the offense, and my parents/guardians may be notified in writing or by telephone of the infraction depending upon the circumstances and nature of the offence

Second Offense – In the event that there is a second violation of the policies or rules, I understand I could be subject to more severe discipline in accordance with established School Board policies. My parents/guardians will be informed by letter and telephone. This discipline could include, but not be limited to, denial of direct access to selected or all computer-based-technology resources in the classrooms, media center, library, or labs for a designated period of time.

Subsequent Offenses or Incidents of Severe Misconduct –

I understand as a result of a third or subsequent offense of any of the above policies or rules that I will be subject to severe disciplinary action in accordance with School Board policy, and my parents/guardians will be notified by telephone and in writing of my behavior.

Additionally, I understand my actions of such misconduct could result in expulsion if such action is determined appropriate to the offense.

Further, if as a result of my misconduct, the school district is required to repair or replace computer-based-technology equipment and/or programs this expense may be charged to the student's parent or guardian at the discretion of the Board of Education and superintendent.

In the event egregious misconduct occurs at any time, more severe disciplinary action may be taken in addition to the other prescribed disciplinary action set forth above.

This student contract does not abrogate or contravene other established School Board or district policies or procedures for handling student misconduct or discipline problems.

Rather, this contract is in direct support of those policies, rules, and procedures.

Student Signature

Date

Parent/Guardian Signature

Date

The above signature indicates that the individual has fully read, understands, and agrees to abide by the computer contract and the policies outlined in the student handbook.