

DIXON HIGH SCHOOL

2007-2008 STUDENT INFORMATION BOOKLET

ADMINISTRATIVE OFFICES

Mrs. Dawna Burrow - Superintendent.
Mr. Don Fugate - Assistant Superintendent
Mrs. Lisa Brandt - Technology Coordinator
Paulette Crouthers- Principal

BOARD OF EDUCATION

Mr. Robert Hill Mr. Troy Porter
Tina Vrba Mr. Craig Rivera
Mr. Danny Miller Mr. Craig Sellers
Mr. Kevin Shepherd

WELCOME

The policies and procedures contained in this handbook have been developed to insure both the effectiveness of your school and your welfare as students.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and to finally take your place in this complex society.

Our school welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things that will make it outstanding.

It is the policy of the Dixon Public Schools not to discriminate on the basis of race, religion, creed, sex, age, national origin or physical or mental handicap in its educational programs, activities, or employment policies and practices and to take affirmative action toward eliminating any existing discriminatory conditions or actions.

TO PARENTS

We, the administration and faculty of Dixon High School, take this opportunity to say hello, and welcome you as patron to our joint endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. We wish to stress the point that Dixon High School is an area school and that whether you live just across the street, or whether you live ten miles away, you and your child are as important to our school system as our teachers and administrators. Recognizing that a child may not achieve to his/her fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her very best in every class or activity he/she may enter. With your help, our chances of doing something that will be of lasting benefit to your child are greatly increased.

We extend this invitation to all parents to visit school every time you can. We strongly recommend that if any problem or question concerning classes or any school

situation arises, you visit us and discuss it with a school representative. Let us always keep in mind that we need each other and our children need us both. Please call 759-7163 ext.2 for an appointment when possible.

STUDENT CONDUCT CODE

Mutual Respect and Dignity

All staff members of the Dixon Schools can expect to be treated with mutual respect and dignity. You are also expected to behave in a manner that fosters and deserves mutual respect and dignity. Behavior that may be detrimental or injurious to self or others cannot be tolerated.

General Behavior

The laws of the State of Missouri place the school in “loco parentis”(in place of the parent). This means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers.

Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the students to follow instruction of any member of the staff may result in disciplinary action as described in the Student Discipline Code adopted by the Board of Education. Teachers have authority over Dixon students at all times during the school day and at all school sponsored home and away activities.

Attendance Policies

For maximum benefit from our instructional program, regular attendance and being on time for classes is imperative. There is a direct correlation between poor grades and poor attendance.

Students are allowed up to a total of eight absences per semester. For any absence in excess of the allowed days, a student will receive a grade of “0” for that day missed.

The attendance committee will meet regularly to determine if there are extenuating circumstances. For example, the attendance committee may temporarily waive the limitations for a student in a serious situation, such as an extended hospital stay due to an auto accident. Important: It is the parents’ and student’s responsibility to contact the principal to request an attendance committee meeting to consider an attendance waiver due to an extenuating circumstance that takes a student beyond absences. **In order to request the principal hold an attendance committee meeting to discuss an extenuating circumstance for absences, students must provide documentation and/or evidence of an extenuating circumstance within 48 hours of returning to school.**

Also, students who miss school should have the parent contact the school within 24 hours of the student’s absence. If parents neglect to contact the school regarding the student’s absence and the school does not know where the student was, that student may be treated as truant and will receive disciplinary consequences for being truant.

Upon returning to school after an absence, the student will bring a professional note or note signed by a parent or guardian giving the date and the reason for the absence to the principal’s office. It is the student’s responsibility to submit verification to the

office in writing explaining the reason for the absence. Absences will be handled as follows:

1. It is the student's responsibility to ask the teacher what work was missed.
2. The student has one day to make up his/her work for each day absent. All incomplete work shall be completed and the grade recorded no later than the mid-quarter of the ensuing quarter.
3. Students will not be allowed to leave one class to do make up work in another class except by prior approval of all teachers concerned.
4. Work that is not made up within the stated time period (or agreed upon time period by student and teacher) will be recorded as zero.
5. Previously announced tests and homework will be completed and turned in on the day the student returns to class or as described by the teacher.
6. ALL WORK MISSED DURING AN OUT OF SCHOOL SUSPENSION WILL BE RECORDED AS ZERO AND MAY NOT BE MADE UP FOR CREDIT.
7. All students who miss classes to attend school-sponsored activities must complete and turn in work missed on the school day immediately following the activity.

A committee of three faculty members will be appointed by the principal to review any situation that might warrant special consideration surrounding the student's attendance problems. This committee shall have the authority to waive the eight absences for days rule if evidence of extenuating circumstances is obvious, but this procedure is not designed to accommodate incidental absenteeism. The student is advised that the parent or guardian, and any other individual with relevant knowledge will be encouraged to contact the attendance committee if the need arises. Also, if appropriate, all medical records pertinent to the situation should be made available if the student wishes to enter this information on his/her behalf.

Excessive Absences and School Enrollment

Students who miss more than ten (10) consecutive days without notifying the school for the reason of absences may be dropped from the school enrollment record. Such students would have to re-enroll to attend Dixon High School.

Perfect Attendance

At Dixon High School, all teachers administer final exams at the end of each semester. Students who have perfect attendance in a class or have only missed one day in a class do not have to take that class's final exam. School-related activities, such as time missed for school sports, do not count against a student's perfect attendance.

Final Exams Week

The last week (on the last two full days of school) of each semester is Finals Week at Dixon R-I High School. All students, except those who are exempt due to their attendance or who have special education exemptions, will take final exams. Final exams will count toward at least 10 percent of the student's semester grade. Final exams are very important in that they have a major impact on the student's semester grade. If a

student who is required to take the final is absent during Finals Week, he/she will have until the end of finals week to make up the exam. Otherwise, that student will receive a zero grade for the final test. Important note: Students with perfect attendance who do not have to take the final exam must still report to school during finals week. The finals schedule for 2007—2008 will be as follows:

Monday, December 17: Finals for 1st, 3rd, 5th, hours

Tuesday, December 18: Finals for 2nd, 4th, 6th, & 7th hours

Wednesday, May 14: Finals for 1st, 3rd, 5th, 7th hours

Thursday, May 15: Finals for 2nd, 4th, 6th hours

In case of inclement weather in December, finals will resume on the day we return to school.

Truancy

A student is considered truant when he/she leaves school without the permission of the principal or if he/she is absent from school without the knowledge and consent of his/her parents or guardian. Skipping a class is also considered truancy. All truancy will receive disciplinary action by the principal. There are no school authorized “skip days”. Students taking part in such days will be considered truant and disciplined according to policy.

Tardy to Class

Tardiness is defined as an unexcused appearance of a student after the scheduled time that a class begins. All tardies to class are unexcused unless another teacher and/or administrator detain the student, and then the student must present the classroom teacher with a note to that effect from that person. After any tardy of 25 minutes the student will be counted absent from that class unless detained in the office. After the second offense the teacher will notify the student and the office each time they are tardy. On the third tardy, the student will receive an after-school detention. For the fourth and subsequent tardies, the student will receive In-School Suspension.

Students should remember that there are four minutes between classes. This will allow ample time to be in your classroom before the “tardy bell” rings.

Tardy to School

Students tardy to school should report to the office for a tardy slip and remove their name from the absentee list. Students who are frequently tardy to school may be disciplined for truancy.

Permits to Leave School

Permission to leave school grounds during the day must be obtained from the principal or his designate. Under no circumstances are students to leave WITHOUT FIRST REPORTING TO THE OFFICE.

Students who know in advance that they will need to leave school at a certain time (for doctor’s appointment, etc.) should bring a note from a parent or guardian and present this note to the principal or his designate before school starts in the morning. The principal or his designate will initial the note and return the note to the student. Before

leaving the building, the student will come by the principal's office, sign the "sign out sheet", and leave the note with the office.

When returning to school, the student should sign the "sign in sheet" in the office and get a tardy slip to return to class.

Illness at School

Students who become ill while at school should report to the principal's office. Students are not to remain in the restroom after becoming ill. Students who are ill must obtain permission from the school nurse, principal, or his designate before going home. THE SCHOOL NURSE, PRINCIPAL OR HIS DESIGNATE IS RESPONSIBLE FOR CALLING PARENTS/GUARDIAN WHEN ILLNESS OCCURS. AT NO TIME IS A STUDENT TO CALL.

Closed Campus Lunch

AFTER ARRIVAL AT SCHOOL, STUDENTS WILL REMAIN ON THE SCHOOL GROUNDS UNTIL THE END OF THE SCHOOL DAY. Students will eat lunch in the school cafeteria. Hot lunches may be purchased or sack lunches may be brought from home. No food shall be delivered to students by anyone other than that student's parent unless special permission is obtained from the office.

Since Dixon has a closed campus, students are not to have friends come visit them during lunch without permission from the office.

PARENTS ARE NOT TO HAVE STUDENTS SIGN OUT AT LUNCH TIME TO GO HOME OR GO OUT TO EAT LUNCH. During the lunch time, 11:32 a.m. through 12:29 p.m, students are only allowed to check out of school a maximum of five (5) times unless it is for medical or emergency reasons. If it is necessary to have a student check out at lunch time beyond five times per semester (except for medical or emergency reasons), parents must meet with the principal to discuss the reasons why a student must check out during lunch.

If students are signed out over lunch time for medical, emergency, or personal reasons, they are to finish eating before coming back into the school building.

Seniors may leave for lunch as long as they stay within city limits and abide by all rules of the school district.

Dress and Grooming

Dixon High School students are expected to dress appropriately for the classroom. Distracting apparel will not be accepted at school. Only modest apparel will be acceptable. Students are expected to dress in a manner that will not disrupt the learning process or constitute a health or safety hazard. Administrative discretion will be used in questionable cases. No part of any undergarment shall be visible and no bare midriff or bare backs will be allowed. No clothing should advertise or promote alcohol, drug, or tobacco usage. There is to be no clothing with vulgar or offensive language on them. Head coverings (hats, bandanas, knitted caps, etc.) are not to be worn in the building during normal school hours.

Automobiles

Students who drive cars to school should remember that driving is a privilege and not a right. Students who drive to school must have a school driving permit on file in the office. Students are not allowed to drive to school and pick up students at school and then leave campus before school starts. Students who are picking up students at school without parent and school permission will receive disciplinary action.

Visitors

Students are not allowed to bring visitors to school to attend class. In addition, students are not to bring little brothers and sisters or babies to school from the beginning day of school to the closing day without special permission. Visitors to the building must report to the office first and receive a visitor's badge if they wish to see a teacher or student in the building.

Safety Hazards, Annoyances, and Electronic Devices

From time to time various fads are brought to school and in some cases a safety hazard or an annoyance results. Therefore, the school will not permit a pupil to gamble or to carry canes, sticks, pointers or other similar objects in the building.

Students are not to bring CD/MP3 players, video games, or other electronic devices to school without office permission. If students are allowed to listen to CD players during bus rides or after school events, they must keep those devices in their car, book bag, or locker and not have them out during the school day. Students who have such electronic devices with them during the school day will have those items confiscated and parents will have to come pick them up. The school is not responsible for music players, compact discs, video games, cell phones or other electronic devices if they are stolen or damaged.

NOTE ON CELL PHONES: Students are not to use cell phones in the school during normal school hours (7:40 a.m. through 3:15 p.m.). Students attempting to use phones during these times will have their phones confiscated.

Loss of Books and Equipment

Students will be required to pay for any lost textbook, library book or article of equipment that is checked out to them. Fines will be assessed for library books that are not returned on or before the due date.

Destruction of School Property

The cost of repairing or replacing school property as a result of neglect or misuse will be charged to the student and his/her parents or guardian. Accidental damage of school property will result in student restitution for replacing or repairing the damaged property; however, there is no disciplinary action for accidental damages.

Willful damage or destruction of school property will bring disciplinary action from the administration. The student and his/her parents/guardian will also be charged for the damage.

Food and Beverages

Use of water in the classroom is up to the individual teacher. Students must respect the policy of each teacher. If a teacher does not allow water in his/her classroom, students should respectfully abide by the policy. While students may bring food and drink from home for lunch, students are asked not to bring open containers into the building. Also students bringing drinks from home should not bring glass bottles, but plastic bottles.

With the new Dixon R-I Health and Wellness Policy, students are only allowed to bring water or 100% juice products into the building in a closed (sealed) plastic bottle. Students are not allowed to bring soda, tea, coffee, sports drinks or other carbonated drinks into the building. If students have such drinks with them during normal school hours (7:40 a.m. to 3:15 p.m.), they will be asked to throw them away.

Assemblies

Assemblies are a regular scheduled part of the curriculum and as such, are designed to be an educational as well as an entertaining experience. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies. Procedures:

1. Proceed to the assembly area quietly and promptly. Find your seat quickly.
2. When the chairman of the assembly asks for your attention, give it to him immediately.
3. Applaud in keeping with the occasion. Applause should be generous and courteous.
4. Do not leave the assembly until dismissed.

Telephone Calls and Messages

The school offices are business offices and the telephones in those offices are to be used for business purposes only. Student calls are to be made on the pay telephone in the front lobby. Students are to use this payphone before school, during lunch, and after school. Do not use this phone during or between classes. Use of the pay telephone shall in no way cause disruption of classes. **NO CELL PHONES SHALL BE USED DURING SCHOOL HOURS.** Except in an emergency, no one will be called to the telephone or given a message while he/she is in class.

Students in the Building

During the lunch periods, students will not be allowed in that part of the building where classes are in session without a hall pass. Students will follow the directions of the hall duty teachers. After 3:30 in the afternoon, only students who are with a teacher or coach should remain in the building. All other students are to leave the campus and high school doors will be locked at 4:00 p.m.

Student Initiation

All students have the right to attend Dixon High School without the threat of personal degrading and/or potentially dangerous "initiation pranks". Consequently,

“initiation” of one student by another student or group of students will in no way be tolerated.

Authority of the School

Students are subject to the authority of the school and its officials when attending any school sponsored activity. This also applies to students as participants and spectators at out of town school activities.

Disciplinary Action - Punishment

The principal has the authority to use the following disciplinary actions as punishments:

1. After school detention
2. In-school suspension
3. Suspension from school
4. Corporal punishment
5. Suspension from school bus

Students kept for after school detention must have their own transportation home. Students assigned to after or before school detention will be required to do constructive work during their detention period. Corporal punishment can be administered upon parent request with a reasonable paddle and to a reasonable degree of severity if the building administrator agrees to such punishment. Suspension will be for the specific number of days or until a parent accompanies a student to school for a conference with the principal.

Minor Offenses/After School Detention

After-School Detention (ASD) is a program for minor disciplinary infractions. ASD meets from 3:20 until 4:20 on Tuesdays throughout the school year. Students must arrive on time. The ASD supervisor will determine if a student is too late and, he or she may not be admitted to ASD. Failure to serve an ASD can result in a ONE-day ISS assignment or two additional days of ASD.

Students are responsible to bring their own work to keep them busy for one hour. They must sit quietly. There is no food, drink, or music allowed in the ASD room.

If students are unable to make an assigned ASD, they must tell the Principal prior to the ASD time. The principal and student can then rearrange the date of the ASD. The ASD will only be rescheduled once. If the student cannot make the rescheduled date, or if a student fails to attend an assigned ASD, that student will receive an additional ASD assignment. Failure to report to the two ASD's will result in two days of ISS.

Teachers may assign students an after school detention (ASD) for minor behavior infractions. Examples of such infractions are public display of affection (**no kissing**), cafeteria misconduct, locker misconduct, profanity, hall misconduct, parking lot

misconduct, leaving class without permission, minor classroom disruption, lack of classroom effort, or failure to come to class prepared. Failure to behave properly in ASD can result in an In-School Suspension (ISS) assignment.

Disciplinary action may be taken when a student violates the “Student Discipline Code” or behaves in a way detrimental to the educational process.

In-School Suspension

In-School Suspension (ISS) is held at the middle school. Students who are assigned to ISS must report to the ISS room by 8:00 a.m. Guidelines regarding ISS:

1. Students who are late (arrive after the 8:04 tardy bell) will serve that day of ISS and be assigned ONE more additional day of ISS for lateness.

2. Students are responsible to bring their books to ISS and also bring additional reading material to work on during the day if they run out of class work to do.

3. Students who are dismissed from ISS or do not report to ISS due to uncooperative behavior will be assigned additional days of ISS or an out-of-school suspension.

4. Students must complete a full-day of ISS. Physician appointments or other professional appointments should not be scheduled on the day of an ISS assignment. Students who request to leave early from ISS due to an appointment may have to serve another day of ISS for missing more than one hour of ISS or they will be assigned to serve an After-School Detention for missing less than one hour of ISS.

ISS and Extra-Curricular Activities

Any student involved in extra-curricular activities (athletics or school organizations) will be ineligible to participate in those activities during the time ISS is served (from 8:00 until 3:11). For example, if a member of the track team is in ISS and the track team leaves at 1:00 p.m. to go to a track meet, that student will have to remain in ISS until 3:11 and not leave with the team at 1:00 p.m., therefore becoming ineligible to participate in that meet.

Any student involved in extra-curricular activities receiving concurrent (two or more) days of ISS will be ineligible for participation in those extra-curricular events, games, or practices until 3:11 of the **final** day of ISS. For example, if a baseball team member is in ISS on a Monday and Tuesday, that student could not practice or compete in a game on Monday, but would be able to participate after 3:11 on Tuesday.

Students in band and choir may be exempt from this policy if the activity is grade-related.

Academic Honesty and Plagiarism

Students are frequently asked to write papers or give reports to the class. In doing research, it is important that students remember to do their own work and not copy the thoughts or words of others. While we learn from the ideas of others, we must be able to communicate our own ideas and words. It is considered cheating (or plagiarism) to copy the words and main ideas of others without giving credit to that writer. Students who copy the exact words or even the general concepts of other writers without giving credit to that writer are guilty of plagiarism and will be disciplined for cheating.

Vocational Students

Juniors and Seniors have the option of taking vocational-technical coursework at the Waynesville Technical Academy (WTA). Attendance at WTA is a privilege and students should take this privilege seriously.

In order to attend WTA, students must have an aptitude for vocational-technical training, maintain a 1.9 grade-point average at Dixon High School, and maintain a C in their coursework at WTA. Students, whose grades are poor, have poor attendance or who exhibit poor behavior can lose the privilege of attending WTA.

All students attending WTA must ride the school bus to and from WTA. Only students with extenuating circumstances will be allowed a permanent driving pass to WTA. Students are allowed to drive to WTA during special circumstances with parent and school permission. Such circumstances may be to attend a WTA field trip, oversleeping, missing the bus, or to have a personal vehicle worked on with automotive classes. Students may drive who are on a Vocational School Work Study Program approved by both schools. All other drivers are subject to the following: A form available from the High School or Vocational School which must be filled out and signed by the Vocational School Director, DHS principal or his designate and parent which will allow the student to drive to Vocational School for special circumstances. This form must be filled out, signed by all parties listed above and turned in to the principal's office at Dixon High School one school day (*except in the case of an emergency or unplanned circumstance*) before a student can drive.

Students are limited to a maximum of four (4) special driving permits per semester. Once a student has surpassed four special driving permits, they will not be allowed to drive to WTA and will be counted absent that day.

Students are not allowed to drive to WTA without permission from the school. Failure to obtain permission from the school will result in disciplinary action. Also students who have permission to drive to WTA are NOT to allow other students to ride with them to or from WTA. Such conduct will also be treated as a disciplinary infraction.

All vocational students from Dixon High School must maintain a minimum of C grade in their vocational field. Students who receive grades lower than C in any quarter will have until the end of the next quarter to raise their grade back up to a C. Any student doing below C work for two successive quarters will be removed from Vocational School and enrolled full time at Dixon High School.

Attendance for vocational students is extremely important. Poor attendance will most likely cause very low grades. Students attending Vocational School will follow the same attendance policies as students who attend regular full day classes at Dixon High School. The area Vocational School will have attendance policies for which the students will also be responsible.

The following rules will apply to Dixon students enrolled at vocational school:

1. All students who are selected to attend the vocational school must have an accident injury insurance policy.
2. Dixon R-1 School will provide a bus(es) to transport all Dixon Vocational Students to and from vocational school. All students from Dixon High School who attend the Waynesville Vocational School **MUST RIDE THE BUS TO AND FROM**

THE VOCATIONAL SCHOOL UNLESS OTHER SPECIAL PERMISSION HAS BEEN GRANTED.

3. The bus driver will have authority over all students in his/her bus. Students should regard the bus as a classroom as far as conduct is concerned.

4. Misconduct by vocational students on the bus or at vocational school will not be tolerated and punishment will be administered at the discretion of the principal. Students who have continual or serious problems of misconduct will be suspended from vocational school and will be enrolled for the entire day at Dixon High School.

5. Attendance will be taken before the bus departs for vocational school. When the bus arrives at vocational school to pick up students, all students will board their assigned bus for the ride back. The bus should arrive at Dixon High School at approximately 12:05 p.m. Students will be served lunch at this time.

Transportation

All buses used by Dixon Schools meet State Department of Education requirements and operate in cooperation with their regulations.

Safety is of first importance. All students are urged to use care in loading and unloading. Always use the handrail and always remain seated as long as the bus is in motion.

All students should regard the bus as a classroom as far as conduct is concerned. The bus driver is a school employee and has a similar authority over students as a teacher. Remember, from the time you leave home on the bus until you return on the bus, you are subject to school regulations. Riding a bus is a privilege that a student can lose if proper conduct is not observed.

Student Council

The Dixon High School Student Council is based on the democratic principles on which our national government was built. Our purpose is to give our students a voice in student activities and to transmit to them their democratic system of government.

The student body is to be represented by our student government. Each class will be represented in our governmental structure of the student council. You, as a student, will have an opportunity to participate in the student council actions and decisions through representatives. Students must meet the requirements of C average GPA and no Fs for the prior quarter in order to be a representative.

Student Clubs and Organizations

There are many clubs for students to join at Dixon High School. If you are interested in an organization, attend the first meeting scheduled to determine if you are eligible to become a member.

Any time there is a desire or need for the addition of a new organization; mention it to a member of student government for discussion. All clubs must have an approved constitution and faculty sponsor and should schedule meetings during Channel 1 time.

The present list of clubs is as follows:

1. Future Teachers of America
2. Pep Club

3. Student Council
4. National Honor Society
5. Science Club
6. FCCLA
7. Art Club
8. Academic Team
9. Teens Against Tobacco Use (TATU)
10. Speech and Drama Team

Standards for Extra-Curricular Activities

Philosophy: We, the Board of Education, the faculty and the administration of Dixon R-1 School District believe students should have maximum opportunity for a quality education. So far as extra-curricular activities (all sports including cheerleading, yearbook, Student Council, and FTA) are able to contribute to this quality education and to be beneficial both to the students and to others involved, we support their existence. We also believe that some students would be benefited more if less time was spent on extra-curricular activities and more on their academic education. It is with this in mind and the need for some overall standards for these activities that the following policies have been adopted.

Eligibility: In order to be eligible to participate in any extra-curricular activities, the following requirements must be maintained:

1. The student must maintain a grade point of 2.0 on a 4.0 scale and a passing grade in all classes each quarter.

Students not meeting this standard may become eligible at the mid-quarter of the ensuing quarter by having a passing grade in all classes, have a 2.0 GPA, and has attended tutoring. Participation in the credit recovery program does not make a student eligible to participate in sports. Students must have all passing grades at mid-quarter before becoming eligible for sports.

2. The student must also meet the Missouri State High School Activities Association standards.

3. The student must be a good citizen.

- A. Any violation of school drug policy on school grounds or at any school function will result in loss of eligibility for up to one calendar year for all activities from the day of violation.

- B. Conviction of a misdemeanor or a criminal conviction that comes to the attention of school officials will be reviewed by the principal and sponsor and appropriate discipline action will be taken

- C. Serious discipline problems will require the student and his/her parents to appear before the school principal. Any disciplinary action including the loss of extra-curricular eligibility will be the decision of the principal in consultation with the sponsor.

4. Attendance - The student may not practice or participate in any extra-curricular activity unless present for 1/2 the school day (four clock hours either from 8:00 a.m. until 12:00 noon or 11:00 a.m. until 3:11) that day or present for 1/2 the school day on the last day of school before the event, if the event is on a non-school day. Exceptions to this policy will be decided by the high school principal.

5. If any student is removed from an extra-curricular activity, they forfeit any dues paid to that particular organization.

6. Due process procedures will be adhered to in all cases dealing with students. These include:

- A. Informing the student of the nature of the discipline problem he/she is involved in.
- B. Affording the student the opportunity to explain his/her actions.
- C. The Principal, with the cooperation of the sponsor, and according to district policy will decide any disciplinary action to be taken.
- D. Disciplinary action taken under this policy may be appealed in the following manner: Appeals of disciplinary action of the Principal will be made directly to the Superintendent of schools in writing and within seven days of notification of the action. If students and their parents are not satisfied by the Superintendent's decision, they may request a hearing with the Dixon R-1 Board of Education. The decision of the Board will be final.

Guidance

Guidance services are available for every student in the school. These services include assistance with the educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

Students wishing to visit the counselor should make an appointment either before school or during lunch period. At the time the appointment is made, a pass will be given to the student indicating the time the student should be excused from class. The teacher may excuse the student from class if the appointment does not conflict with any important class assignment or a test.

Free and Reduced Price Lunches

Students that are eligible will receive free or reduced price lunches from the school cafeteria. Students who feel that they may be eligible for this benefit should fill out an application and return it to the proper school official.

Lost and Found

The principal's office maintains a lost and found as a convenience for those students who have misplaced any of their personal belongings. The school is not responsible for any lost student items.

Student Insurance

Insurance will be available to all students of Dixon High School. Two types of insurance protection will be available. (1) Covering students during school hours; (2) Covering students twenty-four hours per day. Applications are available at the High School office.

Athletes are required to have either the student insurance or a signed form from the parent stating that they will be responsible for providing appropriate insurance or protection and list company and policy number.

Class Rings

Students may order and receive their class rings beginning their sophomore year.

School Pictures

Each year school pictures are taken. All students must have pictures taken even though they do not plan to purchase them. This allows the school annual to be complete. All seniors must have their pictures taken by the school photographer; however, no one is obligated to order or purchase pictures.

Daily Bulletin

The announcements are typed on the Daily Bulletin, which is received by each teacher every day. They will be posted in the classrooms second period. A copy will also be posted on the office window each day.

Lockers

Lockers are provided for student use, but may be inspected at any time by school personnel. Students will be issued a lock for their lockers and are expected to use the lock as a safety measure for personal security.

Parking Lot Procedures

Students are not permitted to remain in vehicles or on parking lots after arriving on campus. Students are not permitted in parking lots during school hours without a note signed by a teacher, administrator, or staff member designated by the administrator stating the date, time, and reason. Students must register all vehicles driven to school and secure a parking sticker/permit. Students must park their vehicles in a legal and orderly manner and not block other vehicles. The street and the parking area in front of and East of Alltel is considered part of the school parking lot, and all school policies and procedures relating to school property will apply.

Activity Calendar

Individuals and organizations wishing to place activities on the school calendar must have prior approval from the principal. These activities should be placed on the calendar at least two weeks before the activity is to take place.

Fire Drill

The purpose of a fire drill is to remove people as quickly and safely as possible from the building. This may be achieved by moving orderly and quickly through the

proper exit. At the beginning of each school year, each student will be instructed in the proper procedure to be followed during a fire drill.

Tornado Alert

At the beginning of the school year, each teacher will instruct students of the procedure to follow during a tornado alert.

Refusal of Punishment

In the event that a student refuses to submit to reasonable punishment as prescribed by the principal, the student will be suspended from school until such time that the parent accompanies the student to school for a conference with the principal.

Sexual Harassment

Sexual harassment is strictly prohibited in the Dixon R-1 School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Students who witness or are victims of sexual harassment shall immediately notify a certified staff member of the high school.

SCHOOL POLICIES AND PROCEDURES

Daily Bell Schedule

7:40	Building Opens	
7:40 – 7:56	Breakfast Served	
8:00 – 8:50	1 st Hour	
8:54-9:44	2 nd Hour	
9:48 - 10:38	3 rd Hour	
10:42 – 11:32	4 th Hour	
11:32 – 11:52	A Lunch	SH 11:56-12:29
11:50 – 12:10	B Lunch	SH 11:32-11:50 & 12:14-12:29
12:09 – 12:29	C Lunch	SH 11:36-12:09
12:33 – 1:23	5 th Hour	
1:27 – 2:17	6 th Hour	
2:21-3:11	7 th Hour	

Early Release (Wednesdays) Bell Schedule

7:40	Building Opens	
7:40 – 8:00	Breakfast Served	
8:00 – 8:50	1 st hour	
8:54 – 9:44	2 nd hour	
9:48 – 10:38	3 rd Hour	
10:42 – 11:32	4 th Hour	
11:32 – 11:52	A Lunch	SH 11:56-12:29
11:50–12:10	B Lunch	SH 11:32-11:50 & 12:14-12:29
12:09 – 12:29	C Lunch	SH 11:36-12:09
12:33 – 1:14	5 th Hour	
1:18 – 1:59	6 th Hour	
2:03-2:45	7 th Hour	

Attendance/Graduation Requirements

The attendance requirement for Dixon High School shall be eight full semesters. This requirement may be waived only by the Dixon R-1 School Board of Education after a minimum of seven semesters and a minimum of thirty-three credits (thirty-two credits for two year vocational students). Any student wishing to graduate after seven semesters must make a written graduation plan with the counselor's approval and apply in writing within the first quarter of the school year in which they wish to graduate. An early graduate will be granted a diploma after completion of the seven semesters and will not participate in any activity from the point of graduation with the exception of prom and the spring graduation ceremonies. The early graduate must indicate if they are going to participate in the spring graduation ceremonies at the time they apply for early out.

Students may attend classes at Dixon High School on a part-time basis after completing seven semesters of high school. The following guidelines must be followed for the part-time student:

1. Completed seven semesters
2. Attend classes in consecutive order
3. Have a minimum of 25 credits to be eligible for part-time student status
4. Arrive at Dixon High School no more than ten minutes before class and if leaving early, leave within ten minutes of the last class.
5. Eligibility for senior honors including top ten, valedictorian, salutatorian, outstanding boy and girl, best all around boy and girl, Seniors Honor Court, senior attendants, George Washington Carver Award, and other academic awards will be denied when the student becomes a part-time student.

Graduation Requirements for the class of 2008

Course	Units
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Language Arts	4 (including 1 unit of English I, II, III)
Social Studies	3 (including 1 unit of American History, 1/2 unit of Gov't, 1/2 unit of World Geography, and 1 unit of World History)
Science	3 (including 1/2 unit of 9th science and 1/2 unit of 9th life science)
Math	3
Fine Art	1
Practical Arts	2 (including 1 unit of computer applications)
P.E.	1
Electives	16
TOTAL	33

Attendance at WTA for 2 years reduces the total graduation requirements to 32 units. Attendance at WTA for 1 year reduces the total graduation requirements to 32.5 units.

Graduation Requirements for the class of 2009

Course	Units
Language Arts	4 (including 1 unit of English I, II, III)
Social Studies	3 (including 1 unit of American History, 1/2 unit of Gov't, 1/2 unit of World Geography, and 1 unit of World History)
Science	3 (including physical science and biology)
Math	3
Fine Art	1
Practical Arts	2 (including 1 unit of computer applications)
P.E.	1
Health	.5 credit
Electives	12.5
TOTAL	30

Graduation Requirements for the class of 2010

Course	Units
Language Arts	4 (including 1 unit each of English I, II, III)
Social Studies	3 (including 1 unit each of American History & World History & 1/2 unit each of

Government & World Geography)

Science	3 (including 1 unit each of Physical Science And Biology)
Math	3
Fine Arts	1
Practical Arts	2 (including 1 unit of computer applications)
P.E.	1
Health	.5 credit
Personal Finance	.5 credit
Electives	9
TOTAL	27

Graduation Requirements for the class of 2011 and beyond

Courses	Units
Language Arts	4 (including 1 unit each of English I, II, III)
Social Studies	3 (including 1 unit each of American History, World History & ½ unit each of Government & World Geography)
Science	3 (including 1 unit each of Physical Science & Biology)
Math	3
Practical Arts	1
Fine Arts	1
P.E.	1
Health	.5 credit
Personal Finance	.5 credit
Electives	7
TOTAL	24

Honor Roll

Any student who achieves at or above the following guidelines will be named to the honor roll which applies to them: Regular Honor Roll - 3.0 - 3.999 GPA with no Ds or Fs; A Honor Roll - 4.0 GPA.

College Preparatory Studies Certificate Requirements

In order to qualify for the “College Preparatory Studies Certificate” issued by the Missouri Department of Secondary Education the following requirements must be met. For specifics concerning the exact courses necessary and other requirements, contact the counselor.

Subject	Units
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Language Arts	3
Math	3 (Algebra 1 or above)
Science	2 (1 must be Chemistry or Physics)
Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
General Electives	5
Advanced Electives	3 (from English, Math, Science, Social Studies, Foreign Language, or Vocational Technical)

Weighted Classes beginning with 2009-2010

In order to qualify for the top ten students in a graduating class or to be considered for class valedictorian or salutatorian, a student must complete a minimum of weighted courses. Students who take (four) weighted courses off the following course list will automatically be considered and will be eligible for academic honors at their senior graduation. One additional point would be added to a student's grade point for each weighted class taken having earned a "C" or above.

Communication Arts—DE English IV, Spanish III

Science—Physics, Chemistry II, Physiology, Advanced Biology, Advanced Biology II, Zoology, Botany

Social Studies—Dual Enrollment Geography, Dual Enrollment American History I & II, Dual Enrollment Sociology, Dual Enrollment World Civilization I & II

Mathematics— Trigonometry, Calculus, College Algebra

Practical Arts- Child Development, Woods III, Accounting II

Fine Arts—Music Theory

DE Off Campus Courses-any course taken at a college campus that a student also receives High School credit.

Teacher, Cafeteria, Office Aide and Peer Helper:

Students may qualify as a teacher aide, cafeteria aide, office aide, or Peer Helper with the principal and cooperating teacher's approval. A student must have a 3.0 GPA and be in the 11th or 12th grade. Students are eligible to take one teacher, cafeteria, or office aide assignment per school year. A maximum of two (2) credits over a two-year period is possible. Students will be evaluated on skills and objectives mastered and receive a grade to be applied toward their GPA.

Repeating a Class

If a student repeats a class to receive a better grade, both grades will be shown on the transcript and used in calculating cumulative GPA. However credit will only be granted once.

Class Status

Class status is determined by the total number of credits a student has earned at the completion of his/her last school year according to the following chart:

Class of 2008

Senior 22 ½ to be a Senior

Class of 2009

Junior 15 – 20 1/2

Senior 21 or more

Class of 2010

Sophomore 7 1/2 – 12 ½

Junior 13 – 18

Senior 18 ½ or more

Class of 2011 & beyond

Freshmen 0 - 5 (Class status does not change at semester)

Sophomore 5 1/2 - 10 1/2

Junior 11 - 16

Senior 16 1/2 or more

Credit Recovery and Correspondence Courses

Students are limited to earning no more than two credits per year of credit recovery. Credit recovery is primarily for juniors and seniors who have failed courses and who have been approved by the building administration. Credit recovery involves spending time before or after school making up lost credit.

For students who wish to make up credits through correspondence courses, Dixon High School will accept a total maximum of two credits through accredited correspondence schools. No more than two credits for a student's entire high school transcript will be permitted. The school must receive a transcript from the correspondence school before credit is granted.

Early Graduation and Part-Time Status

Seniors who wish to graduate in December of their senior year must write a letter and attach the early graduation application to be given to the principal within the first quarter of their senior year. Seniors who graduate early are eligible to participate in the May graduation ceremonies and prom, but lose eligibility to attend the senior trip, be recognized for school honors, or participate in extra curricular activities.

Seniors who wish to attend school part-time during the second semester of their senior year must also apply in writing and attach application within first quarter. Part-time seniors may participate in extra-curricular activities if they are enrolled in 70% of their classes. They also may attend prom, attend senior trip, and participate in the May graduation ceremony. They will not be recognized for honors.

Report to Parents

At the end of each quarter (nine weeks) grade cards are issued to each student. This report is intended to inform the parents of the student's progress. These are given to the student.

During each quarter, progress reports are given to all students to take to parents. This informs the parents of the student's status before the final quarter grades are issued.

Schedule Changes

Changes can be made through the first four days of school or the first four days of second semester only if the change is approved by the principal, counselor, and the parents

Dropping a course after the fourth week of the semester may result in an "F" grade in that class for the semester. ***Please note regarding student schedules: Students may not take more than one credit of a P.E. class per year unless special permission by the principal. Sometimes in the event of scheduling problem, a senior student may be permitted to take two P.E. classes. This situation however only applies to seniors and is limited to no more than two P.E. credits.***

Withdrawal from School

When a student finds it necessary to withdraw from school, he/she should contact the counselor. He/she must pick up a form from the guidance office which is to be signed by his/her individual teachers indicating that books and materials are turned in to the proper location. All fines must be paid and all property belonging to the school returned before transcripts will be forwarded.

A student who becomes a dropout will not be allowed to visit students at school for the remainder of the school year or attend dances.

Homebound Instruction

Dixon High School participates in the State Homebound Instruction Program. Students are eligible for this program if they have physical problems that prevent them from attending the regular school classes. To be eligible for this program, the student's physician must fill out a form concerning the condition of the student. This form may be obtained from the counselor's office. To be eligible to participate in extra-curricular activities, a homebound student must attend 70% of their courses at Dixon High School and also receive clearance from a physician.

Letter and Awards

Any teacher may award the emblem "D" to any student for special achievement in any academic and/or nonacademic achievement. The chenille letters may be awarded to varsity athletes and band members who meet all the requirements as prescribed by the sponsors of those activities. Additional gold bars, chevrons, strips, etc. may be awarded and worn by the students to designate the years of service or number of times lettered.

Seniors Honors Court

Seniors with a cumulative GPA of 3.5 or above on a 4.0 scale based on seven semesters shall be members of the seniors honors court, with the exception of part-time seniors or early graduates. This court will be recognized during our senior's honors night.

Starting with the class of 2008, only students who have participated in the Honors Track are eligible for Seniors Honors Court.

Special Recognition Procedures

All queen, princess, prince, and king candidates must meet the eligibility requirements of C GPA and no Fs for the prior quarter.

Pancake Queen

1. The seniors who are planning to participate in the Senior Trip will select four candidates for queen from the "senior trippers" list.
2. The "senior trippers" will be divided into 4 teams with a candidate for each team, candidate must meet eligibility requirements. The team with the most tickets thru the door the morning of the pancake breakfast will have their candidate named queen.
3. Girls will select their own escorts from the "senior trippers". The escorts must meet the eligibility requirements.

Basketball Homecoming Queen, Princess, King, Prince and Courts

1. The Queen court will consist of three girls from the Junior and/or Senior class and the Princess court will consist of three girls from the Freshman and/or Sophomore class.
2. The King court will consist of three boys from the Junior and/or Senior class and the Prince court will consist of three boys from the Freshman and/or Sophomore class.

3. The Queen, Princess, King and Prince Nominees must be eligible Pep Club members.

4. The courts will be nominated by the High School Pep Club.

5. The Queen, Princess, King and Prince will be voted on and elected by the entire student body from the court nominated by the High School Pep Club.

Prom Queen and King

1. At a junior class meeting, each junior votes for five junior girls and five junior boys from a list of all eligible juniors.

2. Prior to the actual day of the prom, juniors vote for Queen and King. The girl with the most votes is crowned Queen at the prom. The boy with the most votes is named King at the prom.

Proper Procedure for Appeals to Student Handbook, Student Discipline Code and/or Student Alcohol and Drug Abuse Policy

Any disagreement, dispute or appeal of any student policy should follow the steps below:

1. Discussion of the problem with the staff member(s) involved by the student and/or parent.

2. If satisfaction is not obtained with staff member(s), the student and/or parent should contact the building principal and explain the problem.

3. If satisfaction is not obtained from the principal, then the student and/or parent should contact the superintendent.

4. If satisfaction is not obtained with the superintendent, then the student and/or parent should request to be put on the agenda for the next school board meeting and discuss the problem with the board.

The Dixon R-I High School Staff
2007-2008

Communication Arts

Judy French
Sylvia Shomshor
William Schlichter
Leasa Day

Mathematics

Jane Whitaker
Todd Hughes
Jonathon Carter

Industrial Arts

Mark Rathert

Art

Dennis Summers

ISS

Charles Carpenter

Alternative School Director: Pam Denbo

Science

Ellen Alexander
Misty Alexander
Richard Sinden

Social Studies

Jonathan Carter
Mike Wood
Jonathon Carter

Business

Tony Brandt
Kristen Holtmeyer

Librarian

Deana Woody

Family and Consumer Science

Leasa Day

Guidance Counselor

Barbara Lowry

Music

David Jackson
Lori Pyatt

Physical Education

Curtis Moore
Shonna Sherrell

Special Services

Jef Burrow
Diane Fugate
Linda Fleming-aide
Gwen Slone-aide

Secretaries

Trish Kelley
Jennifer Adams

Nurse

Brenda Ridgeway

Food Service

Glenda Emmons
Paula Doyle

Custodians

Toby Parker
Virginia Rollins

Alternative School Aides: Lisa Parker, Jeannie Shepherd