

FALCONS

STALEY HIGH SCHOOL



Eleventh Edition Falcon Student Handbook 2018-2019

Our Vision: "Staley High School is a community where individual and collective gifts are celebrated to foster personal and academic excellence."

Our Mission: "We commit ourselves to create and sustain an inclusive environment of learning that challenges and inspires each of us to SOAR."

*Our Core Values: **Service, Ownership, Achievement, Respect***

Our Staley High School Family Proudly Serving Yours! Welcome to the 2018-2019 School Year

INTRODUCTION

This Handbook provides our Falcon families information regarding Staley High School's procedures and services. Students and their families are encouraged to consult with the Administrative Team if they have any questions about this handbook. Students and their families are expected to be familiar with the information contained in the handbook.

MESSAGE FROM YOUR PRINCIPAL

It is with great enthusiasm and excitement that we begin the 2018-19 school year. It is my pleasure to serve as the principal of Staley High School. Staley has a strong tradition of high academic achievement and success both in and out of the classroom. I look forward to partnering with the Staley school community to build on that history and continuing to provide a positive, caring and rigorous learning environment for our students.

As an educational leader, I am an advocate for all students and strive to ensure the physical, emotional and social well-being of each student. It is important to me to ensure that all students have the opportunity to learn and grow in a positive school environment.

This handbook is designed to communicate key information and expectations with our students and their families. It is also designed to assist with organizational needs as students maximize learning opportunities.

I look forward to a great school year as we continue in the traditions of Staley and remain "Staley Strong".

Respectfully,

Dr. Larry Smith

STALEY HIGH SCHOOL GOALS FOR 2018-2019

- STUDENT ACHIEVEMENT
- SUBGROUP ACHIEVEMENT
- CAREER AND COLLEGE READINESS
- ATTENDANCE RATES
- GRADUATION RATES

Key Contacts

Administrative Team

Larry Smith	Principal
Jason Fowler	Assistant Principal - Activities
Jessica Hoffecker	Assistant Principal - Freshmen and Sophomores
Kevin Kooi	Assistant Principal - Juniors and Seniors
James Wheeler	Assistant Principal - Attendance

Activities Office 816-321-4194

Jason Fowler	Assistant Principal – Activities
Rachel Bowling	Administrative Assistant for Activities

Advisory / Falcon Time Support

James Wheeler	Falcon Time
Angela Kinslow	Administrative Assistant to James Wheeler

Administrative Center 816-321-5330

Larry Smith	Principal
Denise Snyder	Administrative Assistant to Larry Smith
Joelle Longenecker	Administrative Assistant/Bookkeeper
Kate Strahl	Administrative Assistant/Receptionist
Cody Thomas	School Resource Deputy

Facilities 816-321-6976

Ryan Davis	Facility Manager
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Food and Nutritional Services 816-321-5334

Lisa Ruedisueli	Food and Nutritional Services Manager
Nancy Flynn	Food and Nutritional Services Assistant Manager

Library Media Center 816-321-5336

Alli Bernskoetter	Library Media Center Specialist
Theresa Christal	Library Media Center Specialist
Dayna Fleischmann	Instructional Assistant to LMC

Student Services Center 816-321-5332

James Wheeler	Assistant Principal
Angela Kinslow	Administrative Assistant to James Wheeler

Karen Bruscato Administrative Assistant - Attendance
Jeanine Felten Administrative Assistant - Attendance

Jill Scott Nurse
Aricca Mehalic Nurse LPN

Student Support Center 816-321-5335

Kevin Kooi Assistant Principal
Dena Carroll Administrative Assistant to Kevin Kooi, and A+
Kelley Lewis Administrative Assistant – Counseling

James McNeely Counselor – Students with last names A – D
PH: 816-321-5702

Mallory Parra Counselor – Students with last names E – K
PH: 816-321-6405

Jennifer Grossman Counseling Chair – Students with last names L – Re
PH: 816-321-4721

Marilyn Charlton Counselor – Students with last names RH – Z
PH: 816-321-4307

Jennifer Long Registrar

Caryn Boeschen School Psychologist

Tammy Slauson School Community Resource Specialist

Carol Toney Gifted Resource Specialist and Research and Exhibition

Student Support (9th & 10th Grade)

Jessica Hoffecker Assistant Principal
Julie Higerson Administrative Assistant to Jessica Hoffecker

Teaching Support

Kassie Redmond Teaching and Learning Coach

Technology Support Center 816-321-6533

Nina Taylor Clerk - Information Technology

Help Desk 413-HELP
helpdesk@nkcschools.org

Department Chairs

Business & Marketing	Kelly Rule
Communication Arts	Morgan Scheib
Family and Consumer Science	Christian Winn
Health and Physical Education	Todd Warner
Industrial Technology	Richard Tingler
Math	Melanie Davidson
Modern Language	Anna Maki-Birchler
Performing Arts	Tracy Resseguie
Science	Matt Nevels
Social Studies	Carrie Bowman and Bob Buck
Special Services	Toni Hansen
Student Support	Jennifer Grossman
Visual Arts	Chelle Cox

2018-2019 Student Council Officers

President: Carly Hays

Vice President: Alana Vawter

Treasurer: Kennedy Kooi

Secretary: Talia King

Historian: Pierson Beaulieu

SCHOOL RESOURCE DEPUTY

A Clay County Sheriff's Deputy is assigned full-time to Staley High School. The Deputy assists with safety and maintaining a respectful learning environment. In addition, the School Resource Deputy helps to resolve conflicts among students and presents law related topics in classrooms. Anyone who wishes to report a crime, on or off campus, or wants to speak with the School Resource Deputy about a problem or concern should call Staley High School and ask for Deputy Thomas, Staley High School SRD.

CRIME STOPPERS (P3Tips)

Are you aware of instances of bullying, or illegal activity? You can download the free app (P3 Tips) to submit an anonymous tip to the proper school administrator about these or any other issues that you feel need to be reported. It's completely anonymous.



REMAIN ANONYMOUS • RECEIVE CASH REWARDS



TIPS HOTLINE

816-474-8477



WEB TIPS

KcCrimestoppers.com



FREE MOBILE APP

P3Tips.com

Here are reasons to report:

- Illegal activities, i.e. Underage drinking, drugs, etc.
- Weapons
- Threats
- Bullying
- Dating violence
- Abuse
- Fights
- Harassment
- Suicidal students
- Concern for someone's mental health and overall welfare

WARNING: Using this tool for pranks or other false reporting is a disciplinary offense.

STALEY BASICS

OUR PROUD NORTH KANSAS CITY SCHOOLS LEGACY

Established in 1913, North Kansas City Schools has four exemplary high schools. North Kansas City High School opened in 1925. Oak Park High School's inaugural year was 1965. Winnetonka was launched in 1971. Staley High School was established August 18, 2008.

STALEY HIGH SCHOOL HISTORY



In April of 2005, voters in a bond election approved the building of a new high school in North Kansas City Schools. Ground breaking was October 28, 2005. With that commitment in hand, community and educator collaboration resulted in the design of a truly advanced environment for teaching and learning. The result is a 314,000 square foot, 65 acre facility environmentally friendly and energy-saving building. Historic dates in the annals of Staley include the Grand Opening and Ribbon Cutting, August 18, 2008 and Building Dedication Ceremony and Community Open House, September 21, 2008. As our students, parents, staff, and community remain true to the Vision, Mission, and Core Values, we will become a school destined for greatness with a proud history.

A momentous occasion occurred on April 16, 2008, when a committed group of students, parents, and staff met at Staley High School in room CR113 to write our founding documents. This historic date was the first official gathering at Staley High School.

OUR VISION STATEMENT

Staley High School is a community where individual and collective gifts are celebrated to foster personal and academic excellence.

OUR MISSION STATEMENT

We commit ourselves to create and sustain an inclusive environment of learning that challenges and inspires each of us to **SOAR**.

OUR CORE VALUES

Service: We are committed to the greater good and actively seek opportunities to be of service. As we focus on serving others, we enhance our community and grow personally.

Ownership: We are committed to internalizing our vision, mission and core values by taking ownership in our school programs, community and facility. We are responsible and accountable for our choices.

Achievement: We are committed to maximizing every opportunity for personal and academic growth. We embrace a culture of authentic learning, which is evidenced by asking questions, collaborating, seeking solutions and fulfilling daily commitments.

Respect: We are committed to demonstrating behavior that is considerate of the community, the campus, others and ourselves. We respect the right to teach and learn at all times. Relationships based on open, honest and caring communication are essential to a culture of respect.

OUR THEME

“TOGETHER...TRADITIONS...STALEY STRONG”

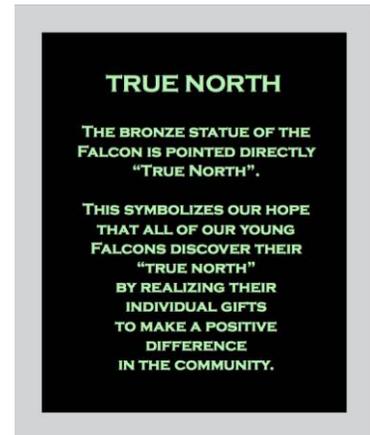
OUR MASCOT AND COLORS

In the fall of 2005, a committee composed of future students, staff, parent and community members engaged in a consensus decision process to determine the school colors and mascot. After receiving input from all constituencies, the committee recommended Green, Black and Silver as the official school colors and the Falcon as the official mascot.

In the days of chivalry, Falcon held the meaning of, “one who does not rest until the objective is achieved.” Green stood for Hope, Joy, and Loyalty. Silver represented Peace.

TRUE NORTH

The bronze statue of the Falcon is pointed directly “True North”. This symbolizes our hope that all of our young Falcons discover their “True North” by realizing their individual gifts to make a positive difference in the community. A silver plaque with these words adorns the area just inside the stanchions where the statue is located.



STALEY HIGH SCHOOL CREST

Our School Crest will be an important symbol of Staley High School’s ideals, history, and culture for many years to come. The crest was developed by students (Matt Cook, Caitlyn Duckworth, Jessica Goldsberry, Derek Hukill, Robert Leslie, Hayley Ostronic, Caleb Rolfe, Samantha Watts, Matthew Zeilmann,) under the direction of Mrs. Chelle Cox and Mr. Steve Gorman (Staley Art teachers), and Jeff Enger (Jostens). The School Crest was carefully fashioned in the spring of 2008. The School Crest was unveiled during Back to School activities during the inaugural year.



LASTING LEGACIES

Each graduating class has an opportunity to leave a lasting legacy to Staley High School. Since the inception of Staley High School, senior classes have united to give back to the Falcon community in a variety of ways. The evidence of past generations of Falcons is distinct and forever. “Once a Falcon, always a Falcon.” A perpetual plaque recognizing class gifts is displayed outside of the administrative center. Here is a list of class gifts to date:

- 2010: COMMENCED THE ALUMNI ASSOCIATION FUND THROUGH THE NKC SCHOOLS EDUCATION FOUNDATION
- 2011: SEATING ON THE FALCON PLAZA
- 2012: BRONZE FALCON STATUE DISPLAYED IN THE GREAT HALL
- 2013: FALCON INLAY FLOOR TILE OUTSIDE OF FALCON FIELDHOUSE AND LEGACY STUDENT SCHOLARSHIP



- 2014: CARILLON BELLS
- 2015: LEGACY WALK TO INCLUDE A TRIBUTE TO MRS. VICKI BARMANN
- 2016: OUTDOOR CLASSROOM AND PAVILION
- 2017: FALCON'S NEST
- 2018: ALUMNI ROCK "S"

ALMA MATER

Sing for our school so fair, Staley Falcons, rise and soar! Build minds and character, Staley Falcons, rise and soar! Serve our community, Honor diversity, Seize opportunity, Staley Falcons, rise and soar!

Hands joined in fellowship, We are Falcons, Staley strong! Pride, honor, stewardship. We are Falcons, Staley strong! Green pastures, blackened loam, Fair colors of our home; Wherever we may roam, We are Falcons, Staley strong!

Stand for integrity Staley now and always fair! Through all adversity Staley now and always fair! Staley secure for all, Staley embracing all, Rise Falcons, hear the call: Staley now and always fair!

FIGHT SONG

Hail to the Falcons, We always soar with pride it's true, Green, Black and Silver, We're Staley Falcons through and through, Pride, honor excellence, It's who we are and what we do, The Falcons are soaring, the fans are all roaring, To Staley we'll be true!!

(Cheer during drum break below)

F-AL-CONS, F-AL-CONS Falcons! Falcons! Let's Go Falcons! To Staley we'll be true!!

SCHOOL TIMES

Starting time is 7:43 a.m. every day. School will end at 2:40 p.m. on Monday, Tuesday, Wednesday, and Friday. Thursdays will be early release at 2:05 p.m. for teacher collaboration.

2018-2019 Bell Schedule

Sophomore, Juniors & Seniors		
Block	Mon, Tues, Wed & Fri	Thursday Early Release
1st	7:43 – 9:06	7:43 - 8:56
2nd	9:12 - 10:40	9:02 - 10:20
Falcon Time	10:45 - 11:20	10:25 – 11:00
3rd	11:25 – 1:11	11:05 - 12:46
4th	1:17 - 2:40	12:52 – 2:05

Morning House Freshman		
House/Block	Mon, Tues, Wed & Fri	Thursday Early Release
H1 (1-2)	7:43 - 8:38	7:43 - 8:32
H2 (3-4)	8:41 - 9:37	8:35 - 9:23
H3 (5-6)	9:40 - 10:40	9:26 - 10:20
Falcon Time	10:45 – 11:20	10:25 – 11:00
3rd	11:25 – 1:11	11:05 - 12:46
4th	1:17 - 2:40	12:52 – 2:05

Afternoon House Freshman		
House/Block	Mon, Tues, Wed & Fri	Thursday Early Release
1st	7:43 – 9:06	7:43 - 8:56
2nd	9:12 - 10:40	9:02 - 10:20
Falcon Time	10:45 – 11:20	10:25 – 11:00
H4 (7-8)	11:52 - 12:46	11:32 - 12:21
H5 (9-10)	12:49 - 1:45	12:24 - 1:13
H6 (11-12)	1:48 - 2:40	1:16 – 2:05

Lunch Shift	Mon, Tues, Wed & Fri	Thursday Early Release
1st Lunch	11:25 - 11:49	11:05 - 11:29
2nd Lunch	11:52 – 12:16	11:32 - 11:56
3rd Lunch	12:20 - 12:44	11:59 - 12:23
4th Lunch	12:47 – 1:11	12:26 - 12:49

CALENDAR OF EVENTS

View Staley Sport and Activity Calendars at the Greater Kansas City Schools Conference website. Access the website by going to <http://www.gkcsconference.org>. Find Staley on the right-hand side of the screen under the Red Division. Once you select Staley, you will be directed to our page. See the "View Schedules" box on the right side of the screen to access all our athletic and activity schedules. You can also go to staleyactivities.com.

LEED

Staley High School is registered under the LEED Green Building Rating System. The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria. LEED is a third-party certification program and the nationally accepted benchmark for the design, construction and operation of high performance green buildings. LEED gives building owners and operators the tools they need to have an immediate and measurable impact on their buildings' performance. LEED promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.

STALEY HIGH SCHOOL PHONE/FAX NUMBERS

Administrative Center Phone: (816) 321-5330
Administrative Center Fax: (816) 413-4105
Student Services Center (Attendance): (816) 321-5332
Student Services Center Fax: (816) 413-4115
Nurse: (816) 321-5333
Student Support Center (Counseling): (816) 321-5335
Student Support Center Fax: (816) 413-4125
Registrar: (816) 321-5570

ADMINISTRATIVE CENTER OFFICE HOURS

Monday-Friday 7:00 AM-4:00 PM

SCHOOL ADDRESS

Staley High School 2800 Northeast Shoal Creek Parkway Kansas City, Missouri 64156

STALEY HIGH SCHOOL WEBSITE

There are three ways to access Staley's website.

www.nkcschools.org/sths

www.nkcschools.org/staley

www.nkcschools.org/staleyhighschool

STALEY HIGH SCHOOL SOCIAL MEDIA

[@SHSFalcons](#) is the official Twitter presence of Staley High School. Staley High School is keenly aware of the impact social media has today and how schools are utilizing this method to communicate with stakeholders (staff, parents, students, community). Below is a list of Staley Twitter accounts.

TWITTER ACCOUNTS

@SHSFalcons
@StaleyNews
@StaleyPrincipal
@sthscounseling
@staley_AVID
@Staley_Baseball
@Staley_Cheer
@Staley_StuCo
@StaleyBandFam
@StaleyBetaClub
@StaleyBoysGolf
@StaleyBusDept
@StaleyCagers
@StaleyDebate
@StaleyDECA
@StaleyEmeralds
@Staleyfalconvb
@StaleyFashion
@StaleyFCCLA
@StaleyFootball
@Staleyhsgolf
@StaleyLFBBALL
@StaleyLMC
@StaleyNHS
@StaleyScience
@StaleySO
@staleysoccer
@StaleySwoop
@StaleyWrestling
@stoaktown
@Team4959
@CoachSNOW1
@FalconSection
@falconstheatre
@Falcontrackxc
@Future_Falcons
@MrFreise
@NKCSchools
@NorthlandCAPS
@ProfeMakiBirch
@SHS_PLTW_BOTB
@SHSFalconClub
@Singing_Falcon

FAVORITE HASHTAGS

#SOAR #StaleyStrong #StaleyProud #FalconsDoSomething

STALEY HIGH SCHOOL STUDENT SUPPORT CENTER SOCIAL MEDIA

<http://sthscounseling.weebly.com>

<https://www.facebook.com/sthscounseling>

<https://twitter.com/sthscounseling>

<https://www.instagram.com/sthscounseling/>

RESOURCES AND SUPPORT SYSTEMS

Students should report to the Administrative Center (Deputy Thomas, Mrs. Longenecker, Mrs. Snyder, Mrs. Strahl, Dr. Smith) for the following...

- I forgot something I need and my parent will bring it
- Messages (Receptionist)
- Daily Announcements
- Request a meeting with Mr. Smith
- Schedule a room or area at Staley High School
- Visit with the School Resource Deputy
- Accident Report
- Obligations, Fees

Students should report to the Activities Office (Mrs. Bowling, Mr. Fowler) for the following...

- Activities, Athletics
- Athletic Eligibility
- Club Information
- Special Events – Athletics/Activities
- I have a poster to display

Students should report to the Student Services Center (Ms. Bruscato, Mrs. Mehalic, Ms. Felten, Ms. Kinslow, Ms. Scott, Mr. Wheeler) for the following...

- I arrive at Staley High School late
- Attendance Issues
 1. Admittance to class
 2. I am going to be absent
 3. I am leaving the school building or signing out
 4. I have a note for being absent
 5. I've been absent for an extended period of time
 6. Attendance appeal for dances
- I don't feel well and the nurse isn't in her office
- Accident Report
- Injury or Illness (Nurse's Station)
- Lost and Found
- Bus Information

Students should report to Mrs. Hoffecker's Office (Mrs. Higerson, Mrs. Hoffecker) for the following...

- Freshman/Sophomore discipline referral
- Dance Forms
- Parking Permit Application and Issues
- Temporary One Day Parking Permit

Students should report to the Technology Center (Mrs. Nina Taylor) for the following...

- ID Replacement
- MacBook Air Issues
- General Technology Issues

Students should report to the Student Support Center (Ms. Boeschen, Ms. Carroll, Ms. Charlton, Ms. Grossman, Mr. Kooi, Mrs. Lewis, Mrs. Long, Mr. McNeely, Ms. Parra, Ms. Slauson) for the following...

- Schedule Change
- Dual Credit or AP questions
- I need to change my address
- I need to make an appointment with my guidance counselor
- I have a locker problem
- I would like to discuss a personal problem
- I need an adjustment to my schedule
- I need information about graduation requirements
- I am looking for scholarship information
- I need ACT and test information
- I feel I was treated unfairly by a staff member
- I need information on free and reduced lunch application
- I want to know how many Community Service hours I need or have
- I need information on graduation details
- College Information
- A+ Questions
- College Recommendation
- Financial Aid/Scholarships
- Grade Questions
- Homework (Extended Illness)
- Honor Roll
- Graduation Requirements
- Summer School (XLT) Information
- Transcripts
- Transferring Schools
- Vehicle Insurance Discount
- Alternative Programs
- Junior/Senior Discipline Referral (Mr. Kooi's Office)

School Community Resource Program Phone Numbers

- Synergy (24 hr. Youth Crisis Line) 741-8700
- Synergy Services 587-4100
- Tri County Mental Health Services 468-0400
- Teen Connection/Helpline 913-281-2299
- AIDS Hotline 1-800-533-2437
- Clay County Public Health Center 781-1600
- National STD Hotline 1-800-227-8922
- Alcohol and Drug Abuse Hotline 1-800-ALCOHOL
- Al-Anon/Alateen 373-8566
- Narcotics Anonymous 531-4100
- Spofford Ozanam Services 587-4100
- MOCSA (Sexual Assault) Crisis Line 531-0233

Helpful Internet Resources

- Fast Web Scholarship Search www.fastweb.com
- ACT, Inc. www.actstudent.org
- The College Board www.collegeboard.org
- U.S. News & World Report www.usnews.com

For additional Internet resources, access the “Student Support Center” Link on the Staley High School website <http://sthscounseling.weebly.com/>. Another excellent resource is the Staley High School [Library Media Center](#) website.

FALCON CLUB

Students are encouraged to support the Falcon Club which has been formed to support the entire school community. Falcon Club is an organization of parents, teachers and students that directs its energies toward communication, information and education. Falcon Club is organized primarily to be in a support position for the entire school. Falcon Club will carry out many projects in almost every phase of the school program. They will provide both physical and financial support to assist in serving the needs of Staley High School. Information about Falcon Club can be found on their website staleyfalconclub.com.

ACADEMIC ACCOUNTABILITY AND EXPECTATIONS

CLASS RANK

Class rank is based on a student's accumulated grade points plus distinction points for satisfactory completion of Distinguished Achievement Program (DAP) courses. To calculate class rank, distinction points are added to the grade point sum prior to computing an average. GPA and Class Rank are calculated at the end of the 3rd, 4th, 5th, 6th, 7th, and 8th semesters. GPA does not equal class rank. Each student will have a GPA on a 4.0 scale, necessary for college entrance, as well as a Class Rank to be reported on transcripts and college applications. Refer to the "Career & Educational Planning Guide" for further information.

HOMEWORK

Homework is an important part of a student's learning experience. It provides opportunities for students to practice skill and improve their understanding. It also provides additional time for students to complete work, conduct follow-up studies, and develop good study habits.

HOMEWORK MAKE-UP

Student should make up all assignments missed due to absence. Students will have two days for every day of absence to make up work. Extenuating circumstances may necessitate an extension of that time limit. All students on suspension will receive credit for their make-up work.

POWER SCHOOL (GREAT RESOURCE FOR PARENTS)

To facilitate home and school communications, NKC Schools has an Internet-based program that allows parents to get more involved in their child's day-to-day education through Power School. It gives parents timely information about their child's progress in school. Parents can access pertinent information about their child's attendance, grades, homework assignments, and a history of their academic work. This tool helps facilitate communication with parents, making the parent an ongoing participant in their child's academic progress. The Parent PowerSchool logon page is <https://powerschool.nkcschools.org/public/home.html> Username and password are the same as the previous year.

If you are new to the district or have lost your login, you can email our receptionist Kate Strahl, Kate.Strahl@nkcschools.org or call the main number, 321-5330. Your information can be sent to the email address that you provided on your student's enrollment form or you can pick it up in person at the Administrative Center (main office).

GRADES

Electronic grade books should be updated at least once every ten school days (2 weeks) by the teaching staff. Semester grades are cumulative and recorded on the permanent record. First and second semester grades will be mailed home.

GRADUATION REQUIREMENTS

Graduation requirements can be found in the Career and Educational Planning Guide or by talking to your counselor. Students must have met all graduation requirements in order to participate in the graduation ceremony. Note: Students must earn all required credits, currently in good disciplinary standing, and complete all subject area requirements in order to "walk" at commencement.

CHANGE IN GRADUATION REQUIREMENTS & DIPLOMA OPTIONS BEGINNING WITH THE CLASS OF 2019:

Beginning with the Class of 2019, graduation requirements change to the following. Students will earn one of these diplomas upon graduation:

Career & College Readiness Diploma (26 Credits) Graduates are recognized as having met entrance requirements for most Missouri universities.

Gold Medallion Honors Diploma (26 Credits) Graduates receive honors and are recognized for completing a rigorous program designed to meet all entrance requirements for the University of Missouri system as well as most universities nationwide.

International Baccalaureate Diploma (26.5 Credits) Graduates receive honors and are recognized for completing rigorous international curricula designed to meet the entrance requirements of the world's best universities.

Additional information on advanced studies and diploma options may be found in the current [Career Planning and Education Guide \(CPEG\)](#).

PRINCIPAL'S HONOR ROLL

Students with a 4.0 grade point average, no grades below A-, are eligible for the list. A minimum of 2.5 credits must be earned per semester to be considered for honor roll status.

FALCON HONOR ROLL

Students with a 3.2 grade point average with A's, B's and no more than one C are eligible for the list. A minimum of 2.5 credits must be earned per semester to be considered for honor roll status.

ACADEMIC AND ATHLETIC LETTERING

Athletic and academic letters at Staley High School are badges of honor bestowed on an individual student for outstanding service to his/her school in some interscholastic sport or in the classroom. It stands as a testament that this student has reached high standards, and is held in high regard between the student and faculty of this school. An academic letter will be awarded to students who achieve the standard set forth by the school administration. This will be calculated in mid-April and awarded at the end of each school year. The acceptance and wearing of the school letter indicates special responsibilities for the student in the area of citizenship, moral and social standards.

ELIGIBILITY RULES FOR STUDENT ACTIVITIES

Students must be currently enrolled in and regularly attending courses that offer a minimum of 80% of credit offered the preceding semester of attendance. One full credit of summer school work may be counted as part of the preceding semester credits to determine eligibility for fall semester if the summer school course work is required core courses for graduation requirements.

For freshman, they have to be taking 6 full credit courses in the semester in which they are participating in a MSHSAA activity. In the second semester of the freshman year, freshmen must have passed 6 full credit courses in order to be eligible to participate in activities.

For first semester sophomores, they must have passed 6 full credit courses their 2nd semester of their freshman year (Freshman Flex class did not count towards eligibility) in order to be eligible to participate. They must be enrolled in 7 full credit courses.

For second semester sophomores, all juniors, and all seniors, they must have passed 7 full credit courses the previous semester and they must be taking 7 full credit courses in the semester in which they participate.

1. The eligibility rules of the Missouri State High School Activities Association must be complied with in full. The coach or director will inform students of these rules.
2. A student must be a creditable high school citizen as defined by the MSHSAA official handbook.
3. Any student who is suspended from school will be ineligible during the period of the suspension and until all disciplinary provisions are completed.
4. Students who are absent due to unavoidable circumstances may be declared eligible by the principal or activities coordinator if prior arrangements are made with the attendance office. If a student is absent on a Friday prior to a Saturday activity, he may be declared eligible only if advance arrangements have been made with the activities coordinator or principal. Coaches, directors, and sponsors are responsible for enforcement of this policy. Students who are absent ill, unexcused or truant from school may not participate in activities that afternoon or evening or on the following Saturday for a Friday absence unless approved by the principal.
5. Repeated violations of any school rules may result in the student being declared ineligible.
6. In any instance not specifically covered by the rule of eligibility, the principal may rule the student ineligible.
7. Teachers in charge of activities may deny the student the privilege of participating if training or practice rules prescribed by the teacher are violated.

NATIONAL HONOR SOCIETY



The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serve to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since the beginning in 1921. Chapter membership not only recognizes students for their accomplishments, but also challenges them to develop further through active involvement in school activities and community service. We are proud of our National Honor Society Chapter led by Mrs. Debbie Kumer and Mrs. Carol Toney. Students may gain admittance into NHS through their achievements in the areas of scholarship, leadership and service, and character. Induction ceremonies are typically held in the fall and the spring.

SCHOOL-WIDE GRADING SYSTEM

The letter grades of A, B, C, D and P all carry a half (.5) unit of credit per semester. An "I" receives no credit until a letter grade is achieved. A grade of "F" receives no credit.

Students can repeat a class in an effort to raise a grade. For more information, see your counselor. It is the student's responsibility to notify his/her counselor when a repeated class has been successfully completed.

PURPOSES FOR GRADING

- Should align with mastery of curriculum
- Communicate achievement status to students, parents, and others
- Provide information that students can use for self-evaluation and growth
- Encourage student growth and progress in learning
- Identify students for timely interventions, enrichment opportunities, courses, or programs.
- Evaluate the effectiveness of curricular, instructional, and assessment practices and programs

MASTERY FOR TEACHING AND LEARNING

- The highest grade a student can earn on a retake is an 85% (B). It is essential that students study, prepare, and be ready the first time.
- Retakes will be allowed after the two-week window for dual and AP classes, three-week window for all other classes. After the window has closed, the highest grade that can be earned is 65% (D). Falcon Time provides, students with ample time for re-teaching and re-take opportunities within the 2-3 week window.

GRADING GUIDELINES

Electronic grade books will be updated at least once every ten school days (2 weeks) by the teaching staff. Semester grades are cumulative and recorded on the permanent record. First and second semester grades will be mailed home.

- Course level expectations (CLEs) will provide the basis for determining grades for each course.
- School-wide Grading Scale: Staley High School faculty will use agreed-on performance standards as the reference points when determining grades (A, B, C, D, and F).

A	Advanced	90-100%
B	Proficient	80-89%
C	Basic	70-79%
D	Below Basic	60-69%
F		0-59%

- Students will earn the grade when they hit the goal, which means **a bell curve cannot be used.**
- Grades will be based on individual, not group achievement.
- Grades will be determined primarily on a combination of assessments (both unit and course) and performance tasks.
- An alternative assessment or task is often needed to provide second chances (retakes) and minimize cheating.
- The **appropriate role of daily practice** is to develop knowledge and skills effectively and efficiently through repetition and feedback that is accurate, helpful, and timely.
- It is critical that students know the important relationship between practice -- both guided and independent practice -- and performing well on assessments and performances tasks. **Feedback, Feedback, Feedback.**
- No less than 70% of the final grade would be major assessments, projects, products, performances, and participation. Project examples may include essays, artwork, visual representations, models, multimedia, oral presentations, lab experiences, and live or recorded performances. 70% of the final grade should measure understanding and use of knowledge.

- No more than 20% of the final grade would be independent practice on daily work (daily assignments and homework). Brief progress checks (e.g., short quizzes over multiple lessons; reviews or warm-ups)
- 10% of the final grade would be the final. For the following 8 courses, the End of Course Exam would be the final: Algebra I, Algebra II, Geometry, Communication Arts I, Communication Arts II, Biology, U.S. History, and Government.
- Students need to be given the opportunity to demonstrate their knowledge and skills in different ways.
- Faculty will vary assessment opportunities including the type of assessments, the number of assessment opportunities, time available, and the assessment methods used. When appropriate, assessments should replicate the EOC, ACT, and AP Exams.
- The practice of providing multiple opportunities does not mean second chances should automatically be given to students for every assessment or performance task. Students must provide evidence that they have completed some type of correctives (e.g., personal study or practice, peer tutoring, study guides, or review classes) before they are allowed second chance opportunities. Any re-teaching, review, or reassessment (retake) should be done at the teacher's convenience. The first chance is the only chance for the student to receive a grade of an "A."
- When second chance opportunities are made available, they should be made available to **all students** who have met the reassessment (retake) criteria. A student's score on a reassessment (retake) should not be averaged with the original score, with a preponderance of evidence used as necessary for various scenarios. The student can get a "B" on the second attempt and they have the entire semester to make up an assessment at the "D" level.
- Students must make a **valid attempt** on the original assessment to be eligible for a retake. Faculty will communicate this expectation to students at the beginning of each semester and prior to each assessment.
- It is a teacher's discretion whether a student retakes the entire assessment or a portion of the assessment.
- If a student misses level 1 question(s) but masters level 2 and 3 questions, teachers should look at the student's overall performance to determine a grade. Faculty can consider the **preponderance of evidence**. If the evidence indicates that the student has mastered the concept, the student should receive the grade that reflects the level of mastery.
- Faculty may lower a student's semester grade for not completing a sufficient number of major assessments & performance tasks, and on extremely rare occasions, may assign incomplete INC when the body of completed work is insufficient to measure the course-level expectations.
- Students who have not completed major assessments or projects by the end of the semester may receive an "F" if the student has failed to demonstrate mastery or basic competency on essential learning goals.
- Use assessments that meet rigorous design criteria (e.g., clear targets, clear purpose, appropriate match of target and method, appropriate sampling, and lack of bias and distortion).
- Include leveled questions (1, 2, and 3) on all assessments. Use Blooms Revised Taxonomy as a guide:
 - Level 1: Remembering and Understanding
 - Level 2: Applying and Analyzing
 - Level 3: Evaluating and Creating
- Students should understand in advance how their grades will be determined.
- Students should be involved in the assessment process, record keeping, and communicating their achievement and progress. **Feedback, Feedback, Feedback.**

Staley High School School-Wide Grading Scale

Grade	Description	%
A	<p>Advanced Students performing at the Advanced level demonstrate a thorough understanding of the course-level expectations. In addition to understanding and applying the skills at the Proficient level, students scoring at the Advanced level demonstrate a thorough understanding of important content and concepts. (Level 1, 2, and 3 questions).</p>	90-100%
B	<p>Proficient Students performing at the Proficient level demonstrate an understanding of most course-level expectations. In addition to understanding and applying the skills at the Basic level, students scoring at the Proficient level demonstrate an understanding of important content and concepts. The student makes no major errors or omissions regarding any of the information and/or processes—both simple and complex (Level 1 and 2 questions).</p>	80-89%
C	<p>Basic Students performing at the Basic level demonstrate some understanding of the course-level expectations. In addition to understanding and applying the skills at the Below Basic level, students scoring at the Basic level, demonstrate some understanding of important content and concepts. (Level 1 questions).</p>	70-79%
D	<p>Below Basic <i>Students performing at the Below Basic level demonstrate a limited understanding of the course-level expectations. In addition, students scoring at the Below Basic level demonstrate a limited understanding of important content and concepts.</i></p>	60-69%
F	<p>No Credit The student demonstrates no understanding or skill even with help from the instructor.</p>	0-59%

PROCEDURES

This section of the handbook is designed to acquaint you with the appropriate procedures to follow for a variety of circumstances that may arise at Staley High School. You should become familiar with these procedures.

ANNOUNCEMENTS

STTV (Staley TV) broadcasts will be taped and aired the last five minutes of 2nd block. All classes are expected to tune in to STTV and focus on the broadcast. Intercom announcements will be the last few minutes of the last block each day. The expectation is for all classes to focus on what is being said either via STTV or the intercom.

We will keep the announcements as brief and informative as possible. Announcements need to be sent via email to sttvannouncements@gmail.com. In the interest of time, only announcements pertaining to school activities will be accepted. Date your announcements so we know what day(s) it should be read.

ACTIVITIES

We want **YOU** to be a part of the Staley Activities Programs.

The MSHSAA [Pre-Participation Sports Physical forms](#) are available on Staley's website (Activities >>MSHSAA-Athletics>>MSHSAA Sports Physical. They may also be picked up in the Administrative Center. The sports physical forms **must be signed and dated by the doctor** before participating in any activity (marching band is an exception to the physical form but must have handbook form completed and submitted in paper format).

****Physicals must be dated 2/1/2018 or later to be valid for the 2018-2019 school year****

The **High School Athletic and Activities Handbook** can be found at the www.nkcschools.org website > Departments/Programs tab > select Directory of Programs > select Athletics & Activities > and look for High School Athletic & Activities Handbook. The sign off sheet is at back of booklet and can be printed. Here is the link: <http://www.nkcschools.org/page.cfm?p=2414>

ASSEMBLIES

Assemblies are considered to be an integral part of the high school experience. Throughout the school year, a variety of assembly programs are planned. Most of the assemblies' feature student participation and present an opportunity for the various departments to display their accomplishments.

Assemblies should be scheduled and approved with Mr. Fowler well in advance and should be meticulously planned. We expect excellent student behavior during all assemblies. Teachers will discuss assembly expectations and seating location prior to the assembly to insure appropriate student behavior.

CAMPUS ACCESS

General supervision of students is not provided by Staley High School after 3:00 p.m. As a result, students who do not ride the bus home must make arrangements to leave campus by 3:00. Students on campus after 3:00 must be under the supervision of a staff member. Students need written permission from their parent and administrative approval in order to ride a different bus.

CAMPUS POLICY

Staley High School has a closed campus policy; therefore, students are not allowed in the parking lot or outside the building between 7:43 a.m. and 2:40 p.m. (including during lunch) without permission from the Student Services Center.

2018-2019 FEE SCHEDULE

-  Participation Fees: (Sports, Debate/Competitive Drama, Academic Teams, Cheer, Pom Pon) \$50.00 per student per year or \$120.00 maximum for a family of three or more students. We desire to have a fair mechanism by which students pay participation fees to help defray the cost of programs, activities, and amenities without making them prohibitively expensive for students. Students experiencing financial hardship should never be excluded from participating in Staley High School activities. Please contact a school administrator if you are not able to pay fees by the required deadline.
-  Athletic Ticket: \$40.00 You may purchase an athletic ticket admitting you to all home wrestling matches, football, volleyball, soccer, and basketball games. The price of admission for football, soccer, basketball, volleyball, and wrestling matches is \$5.00 for adults and \$3.00 for students with an ID. An athletic ticket saves you money. Note: Athletic tickets are not valid for admission to tournaments.
-  Class dues: \$5.00 dues for freshmen and sophomores, \$10.00 for juniors, and \$15.00 for seniors. This money helps finance class activities, mailing of transcripts, and post-graduation activities.
-  Yearbook: The 2018-2019 eleventh edition Staley High School Yearbook will be on sale for \$65.00. The price increases after the first day of school.
-  Student Parking Permits: Parking permits are \$35.00 for the 2018-2019 school year. Students must register their vehicle and provide a current driver's license and proof of current insurance upon purchase of their permit. Vehicles must be properly registered with the state.

FOOD AND DRINK

Delivery of food by an outside vendor (Jimmy Johns, Pizza Hut, Starbucks, QT, etc.) is not allowed during school. In order to ensure a clean and comfortable environment for all, you are asked to observe the following:

- Upon entering the Falcon Express, take your place at the end of the service line. Do not "cut" in front of others already in line.
- Leave the area around you clean and free from garbage when you are finished eating.

HEALTH SERVICES

Ms. Scott is our registered nurse and Mrs. Mehalic is our LPN. Both are on duty each day at Staley High School to supervise student health services. Both provide first aid for illnesses and accidents that occur at school. They will not diagnose illness or administer medication unless directed to do so by a physician. Students that are ill are required to get a pass to the nurse. They will decide if a call should be made to the parents. When it has been decided that a student needs to be sent home because of illness, students will sign out through the Student Services Center.

HEALTH HISTORY FORM REQUIREMENT

Every student is required to fill out a Student Health Form. Our nursing staff has notified all students in need of required immunizations. All immunizations must be completed prior to the first day of school (August 15). The State of Missouri has updated immunization requirement laws that will start with the 2017-18 school year. *The new law states that all students must receive the Meningococcal (MCV) vaccine before enrolling in 12th grade.* Proof of this immunization will need to be provided before attending school. Immunizations may be obtained from your physician, or, the Clay County Public Health Center (816) 595-4200.

Please inform the nursing staff of any change in the health history of your student—for example, health conditions, medications, and/or dosages. Our nursing staff office phone number is (816) 321-5333, and the fax number is (816) 413-4115.

ITEMS & MESSAGES DELIVERED TO STUDENTS

Classroom instruction is protected from unnecessary interruptions. The office will deliver urgent messages to students from parents or guardians only. Students will be notified at the end of the school day to come to the office to receive gifts such as flowers or balloons (MYLAR only, NO Latex).

LEAVING BUILDING/CAMPUS

Appointments should be scheduled outside the school day when possible. Students needing to leave school for an excusable reason must furnish advanced parental verification to the Student Services Center. Additionally, students must check out through the Student Services Center. If students return to school the same day, they must “sign-in”. A student who remains on school campus after signing out will be declared truant. Students are to come into the building as soon as they arrive each morning.

LITTER-FREE ZONE

With LEED certification and our Green School efforts, the prevention of litter will be a focus for us at Staley High School. Our goal is to encourage our students and the school community to keep our school campus litter-free while helping raise the public’s awareness of the problem of litter.

LOCKERS

Lockers are available. Students may request to be assigned a locker with Mrs. Carroll (dena.carroll@nkcschools.org) in the Student Support Center. Students are responsible for taking precautions to protect their possessions from theft and may not change lockers or share locker combinations. School lockers are the property of the school district and may be searched and examined at any time by the principal or school staff. If any occasion warrants outside locker decorations, they must be affixed with tape that doesn’t damage paint; such as blue painting tape or black electrical tape. Students may decorate the inside (door or walls) of their lockers with magnetic items only. No adhesives (tape, glue, stickers) may be used. All students will have a locker partner. Juniors and Seniors are in the upstairs locker area and Freshmen and Sophomores are downstairs.

LOST AND FOUND

Articles found in classrooms and halls are turned in to the Student Services Center and are placed in the “Lost and Found.” Students are responsible to check for lost articles in the office. Articles may be claimed by making proper identification. Please mark all personal items including clothing and book bags with the student’s name. Do not leave personal items unattended.

MAKE-UP WORK

Students who have been absent have the opportunity and should make up all assignments missed due to absence. Students are responsible to request missing assignments. Students should be able to login to Canvas to access missing assignments from their teachers.

OBLIGATIONS

Take care of obligations in a timely fashion. Obligations must be cleared or paid before you will be allowed to attend dances, etc. Contact Administrative Assistant for Activities, Rachel Bowling, to take care of obligations. You can call Mrs. Longenecker at (816) 321-6641 or drop by the Administrative Center.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited each day at 7:43 via the intercom. All students and staff are expected to stand and pay respect to the United States of America. The Missouri Legislature voted in May of 2016 requiring the Pledge of Allegiance in all Missouri schools. This is one way that we unite together and honor our great country.

POSTER POLICY

Posters advertising club meetings, school events and fund-raisers will be posted on tack boards and bulletin boards in approved locations. No posters may be placed in the hallway without administrative approval. All posters should be school appropriate and neatly done. Only non-damaging tape such as blue painting tape or black electrical tape may be used. Absolutely no duct tape or packaging tape can be used. For poster approval, students should report to the Activities Office (Mrs. Bowling or Mr. Fowler).

SCHEDULE CHANGE POLICY

Students are expected to plan carefully with their counselor and parents so the classes they select will meet their educational needs. With an emphasis on all students having access to challenging courses, students were given an opportunity to select courses in February 2018 for the current school year. In early May 2018, students were allowed to make changes to their course requests to address any scheduling mistakes made, to address graduation requirements, to “schedule up” or select a more challenging course. There should be very few course changes to begin the school year.

However, sometimes it is necessary for the student to be able to make a schedule change. Scheduling errors will be corrected as soon as possible. Students will not be permitted to enter a class after the end of the second week of school. Students dropping a class more than a week after the first progress report of a semester will have an “F” recorded on their transcript. Requests to change teachers will not be granted. Requests to arrange specific times for certain classes or lunch periods cannot be granted. Students who need to make a change in the Math, Science, or English sequence will need written notification for the teacher verifying that the parent was contacted and agreed to the change.

SCHEDULE GUIDELINES

A schedule change may be made for the following reasons:

- To meet graduation requirements.
- To correct a scheduling error.
- Because of a physical or emotional problem (doctors note required).
- Disciplinary reasons (administrator approval and parents must be contacted).
- Change in a special program (i.e. Marketing Internship, Work Study, Vocational, IEP).
- Special circumstances (Principal approval required).

- No schedule change is complete until the teachers involved have received an official drop/add slip from the counselor or principal.

SCHOOL DANCES-GUEST REGISTRATION

Tickets may not be purchased at the door without a student I.D. Staley students may bring one guest not enrolled as a student as a date. Students and their guests must be in good standing at school to attend dances. Guest must fill out a Staley permission form prior to the dance and must be in high school or under the age of 20. Dances inside the school end at 10:00 PM and students must be picked up promptly at the conclusion of the dance. Appropriate school behaviors are required in order to participate in school dances and all financial obligations must be paid in full.

SECURITY

In order to provide a safe environment for students and staff, outside entrances at Staley High School are locked during the school day. Visitors are required to enter through the main entrance on the south side of the building and check in through the Administrative Center. Parents picking up a student during the school day should enter through the Student Entry on the north side of the building. All visitors must check in using our Raptor School Check-in System. This will require the visitor to provide a state issued identification, driver's license or other acceptable official photo identification. Visitors will be given a visitor badge at check-in that is to be returned at the end of the visit in order to ensure an accurate account of who is in our building at all times.

Cars, lockers, bags, and personal attire brought on school property are subject to search by school administrators and security personnel without notification. A school resource deputy will be on campus full-time to serve students and assist school officials with building safety and security issues.

SIDEWALKS

Please stay on sidewalks whenever possible. This will help keep our landscaping looking picturesque.

SPORTSMANSHIP

Improved sportsmanship at interscholastic events has become a point of emphasis nationwide. We value and appreciate good sportsmanship and hope that the adults of our school community will voluntarily observe the guidelines we have established for students.

The Missouri State High School Activities Association has listed and publicized five fundamentals of good sportsmanship.

The fundamentals are:

1. Show respect for the opponent at all times.
2. Show respect for the officials.
3. Know, understand and appreciate the rules of the contest.
4. Maintain self-control at all times.
5. Recognize and appreciate skill in performance regardless of affiliation.

The following expectations have also been adopted to insure appropriate sportsmanship.

Prohibited behaviors are:

1. "Booing" or other unsportsmanlike acts.
2. Derogatory, profane, obscene, or negative cheers/signs.
3. Noisemakers.
4. Passing of people over heads of crowd or other rowdy behavior.
5. Negative or derogatory signs. Signs must be approved by an administrator.

STUDENT IDENTIFICATION CARDS (ID)

Similar to all Staley High School staff being required to wear their ID daily; all students will be required to carry their ID daily and to show upon request at all times. When all staff and students wear their ID, it gives everyone on campus an official capacity and it affirms everyone belongs here. The student ID will serve as a means of identification as well as allow students to use the Library Media Center materials, gain access to computer, lunch program, bus transportation and gain admittance to school activities with proper identifying stickers. The first ID is provided free but students will be charged \$5.00 for a replacement card. Go to the Technology Center for an ID replacement.

TRAFFIC LIGHTS

All of us must obey the traffic and pedestrian lights located at the intersection of Shoal Creek Parkway and Falcon Drive. Be prepared to stop on a blinking red light.

TRAFFIC PATTERNS

Parents should use the circle drive south of the school to drop off students in the morning and pick up in the afternoon. Student drivers should take Shoal Creek Parkway east and turn left on DAC Drive and enter the Student-Event Parking lot from the east.

VISITOR POLICY

Parents are encouraged to be actively involved in their child's education. The North Kansas City Schools are committed to maintaining an instructional climate that is conducive to student success. In order to ensure student safety and to preserve the integrity of the instructional day, visitors are asked to schedule visits in advance and must check in at the Administrative Center using our Raptor School Check-in System. This will require the visitor to provide a state issued identification, driver's license or other acceptable official photo identification. Visitors will be given a visitor badge at check-in that is to be returned at the end of the visit in order to ensure an accurate account of who is in our building at all times.

Student visitors from other locations will not be allowed to visit during instructional time or at functions after school. No visitors will be allowed in the Great Hall during lunch. If, in the judgment of school administration, the visit is inappropriate, the visitor(s) will be asked to leave. We expect all visitors to act in a courteous and respectful manner.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Students should get a Withdrawal/Transfer Form from the Registrar's office and take it to each teacher for his/her signature. The Teacher should indicate the student's current grade, list any obligations and sign the form. The student returns the form to the Student Support Center. The registrar will facilitate the dropping of students.

STUDENT CONDUCT AND DISCIPLINE

To maintain the health, safety and well-being of all, Staley High School is routinely monitored with video surveillance and inspected by canine units.

The following guidelines describe the standards of student conduct and discipline for Staley High School to ensure a safe, orderly and purposeful school.

When School Rules Apply

The list of specific rules is not intended to be all-inclusive. Students will be subject to disciplinary action any time their behavior is disruptive, illegal or inconsiderate of others. Specific consequences will be assigned by the school administration. Rules apply at all times while students are:

- on or off campus and/or in proximity to campus.
- on school-sponsored field trips.
- on school buses, at school bus stops, and while traveling to or from school or school bus stops.
- at school-sponsored events and activities.
- at any other time and place that their conduct may affect the safety or well-being of other students or staff.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and teachers will insist that students' behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, teachers will insist that students:

1. arrive to class on time.
2. are prepared for class, with all materials necessary for class that day.
3. are attentive to the task at hand until dismissed by the teacher.
4. show respect and consideration for others.
5. demonstrate care and consideration for school property and the property of others.

Each teacher is able to establish the rules and procedures for his or her classroom. Students are expected to observe those rules and to respond promptly to the direction of their teachers.

ALCOHOL & DRUGS

The North Kansas City School District recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to students. Violators will be referred to the police and will be suspended from school. Student athletes and activities participants will be subject to additional consequences per district eligibility policies. Staley High School is a Smoke and Drug Free Environment.

BULLYING & HARASSMENT

In order to promote a safe learning environment for all students, North Kansas City Schools prohibits any form of hazing including, but not limited to, initiation rituals and harassment, bullying and student intimidation. In the North Kansas City Schools, hazing is unacceptable conduct and can result in disciplinary action.

“Bullying” means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may

consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. Disciplinary action may include, but is not limited to, a student's suspension or expulsion from school and removal from participation in activities.

CANINE UNITS IN CONJUNCTION WITH AREA LAW ENFORCEMENTS

To maintain the health, safety, and well being of all, our campus is routinely inspected by Canine Units.

CELL PHONES

Cell phones are a prevalent part of today's culture in a rapidly changing world. As a privilege for students, the use of cell phones are permitted before and after school, during passing periods between classes, and lunch. Cell phones may not be used during classroom instructional time. Students must first receive permission from a staff member if they use cell phones during instructional time. Our goal is to assist in teaching our students the appropriate use of their phones / I-pods. Teachers may also turn the phone back to the student at the end of the period and give a warning. **ANY REQUEST BY A TEACHER TO TURN OVER THE PHONE THAT IS NOT COMPLIED WITH IMMEDIATELY BY THE STUDENT WILL RESULT IN A DAY OF ISS AND/OR BLOCK DETENTIONS.**

DISCIPLINE GUIDELINES

Staley High School insists on establishing a tradition of high expectations for all students and adults. An excellent education requires that we have high expectations in all that we do at Staley High School. Good discipline is a characteristic of a positive educational experience.

The Administrative Team reserves the right to increase consequences based on the frequency or severity of the offense. No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to North Kansas City School's and Staley High School's Vision and Mission, will not be acceptable. If the action creates an environment in which learning is not the primary focus discipline action will result. Students are expected to use "common sense" in making decisions about their behavior choices. Ensuring safe and respectful environments is a major goal of North Kansas City Schools. We believe every student and staff member is entitled to safety and respect.

DISRESPECTFUL OR DISRUPTIVE CONDUCT

Disrespectful or Disruptive Conduct is defined as verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

ELECTRONIC DEVICES

The use of electronic devices, including, but not limited to phones, radios, CD players, mp3 players, iPods, and portable/hand-held video, music and gaming devices are NOT allowed during classroom instructional time without specific teacher permission before hand. **Portable music devices (iPods, mp3 players, etc.) are only allowed during passing periods and during lunch periods with one earpiece out.**

FIGHTING

Fighting is strictly prohibited. Fighting is defined as the use of physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

GANG AND GANG RELATED ACTIVITIES

Student involvement in gangs or gang related activities are strictly prohibited. Student involvement in gangs or gang-related activities may be considered gross disobedience or misconduct. No student on or about school property or at any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in a student's notebooks or other personal possession while on school grounds or school-related activity.
2. shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - soliciting others for membership in any gangs;
 - requesting any person to pay for protection or otherwise intimidating or threatening any person;
 - committing any other illegal act or other violation of school district policies;
 - inciting other students to act with physical violence upon any other person.

PERSONAL PROPERTY

Staley High School and The North Kansas City School District are not responsible for the recovery, reimbursement or replacement of lost, stolen, or damaged personal property. We strongly recommend that students leave valuable personal property at home. Students should not leave personal items unattended (i.e. purses, wallets, watches, jewelry, band equipment, credit cards, cash, checks, etc.).

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are expected to conduct themselves in an appropriate fashion. Public displays of affection (PDA) are not appropriate in a school setting. Failure to comply with this regulation could lead to disciplinary action.

SAFE SCHOOLS ACT

The State of Missouri is committed to addressing any student action or behavior that disrupts the teaching/learning process in schools. In May of 1996, the Missouri General Assembly passed House Bills 1301 and 1298, collectively known as the "Safe Schools Act." This law became effective August 28, 1996. The Safe Schools Act is a major effort to improve safety, security and student discipline in Missouri schools. NOTE: In many situations involving violence, weapons, and drugs, the Safe Schools Act requires administrators to notify police and the Superintendent of Schools.

SEARCH AND SEIZURE

School officials of the North Kansas City School District by law may search students, their lockers, book bags, purses, or automobiles when there is a factual basis or reasonable suspicion for the

search. Staley High School works closely with the Clay County Sheriff's Department in conducting random searches for illegal substances on school property.

TARDY PROCEDURES

Regular and punctual school attendance is one of the most critical factors in a student's academic success. Punctuality is essential to promoting a learning environment that is free of classroom interruptions. Students are expected to arrive to school and all classes on time. A tardy will be recorded for each student who arrives after the official start time for each class. Students are required to monitor transition time between classes.

The following procedures will be used to record and document tardies:

- 1) Any student who enters the classroom after the door closes will be considered tardy. Students who are running late due to another teacher still may be counted tardy at the discretion of the current classroom teacher.
- 2) Teacher will give the student a verbal reminder and expectations on each tardy.
- 3) Tardies will be documented per class period each semester. Student will begin each semester with zero tardies. Tardies will not be counted the first four days of each semester to allow for flexibility during schedule changes.

TARDY CONSEQUENCES

Tardies 1-5- verbal conference with the teacher. On the 5th tardy the teacher will contact the parent to discuss tardiness and document in Edu-climber.

Tardies 6-10- will result in one or more of the following: administrative conference and parent contact, parent face to face meeting with student, block detention, ISS, OSS.

Tardies beyond 10 will build upon the consequences already given.

TOBACCO

Possession and/or use of tobacco products including electronic vapor devices on North Kansas City school property or at school-sponsored events are prohibited. Students violating this policy will receive school consequences.

TRUANCY

A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building administration or accumulates excessive unjustifiable absences, even with parental consent. If an absence is not cleared up within five (5) days, the student may be considered truant. Truancy is a type of unexcused absence.

You will be considered truant if you:

- Are more than five minutes late to class without permission from a staff member
- Leave school without signing out of the building.
- Are absent from school without prior permission from your parent.

- Are absent from class without permission.
- Obtain a pass to go to a certain place and do not report there or you report there more than five minutes late.
- Become ill and go home or stay in the school building instead of reporting to the Student Services Center.
- Cutting class.

TRUANCY (per semester/1 per day): will result in one or more of the following: administrative conference and parent contact, parent face to face meeting with student, block detention, ISS, OSS. For each truancy, the consequence will increase and build.

DISCIPLINARY CONSEQUENCES

DETENTION:

A student is required to attend detention during Falcon Time for violation of minor infractions. A student may be assigned multiple detentions, depending on the infraction. The Detention Monitor in the Flex Theatre will supervise students.

BLOCK DETENTION (FOR ONE OR TWO BLOCKS AT A TIME)

A student is removed from their daily schedule but his/her work will be provided to them during school hours. An administrator may assign one (1), two (2) or three (3) Block Detentions for a student to serve. This is sometimes used as an intermediate alternative before giving a student a full day of ISS. Students will be supervised on campus in the in-school-suspension room.

LOSS OF PRIVILEGES

There are many privileges for students who attend Staley High School. These privileges are earned through appropriate behavior and attendance. These privileges may increase as a student matures. When a student is issued a loss of privilege (LOP), he/she will be unable to utilize some or all of the privileges that are available. These privileges may include, but are not limited to, student parking, enrichment rewards, and attendance at, and/or participation in, extra curricular activities. Students who lose lunchroom privileges will eat in a designated location. Students who do not comply with loss of privileges may be given additional days of LOP as well as detention, and/or suspension.

IN-SCHOOL SUSPENSION

A student is removed from their daily schedule but his/her work will be provided to them during school hours. An administrator may assign one (1) to ten (10) days of in-school suspension. Students will be supervised on campus in the in-school-suspension room.

OUT-OF-SCHOOL SUSPENSION

The primary purposes of suspension should be to temporarily remove the offender from the school community, assist in the rehabilitation of the offender, and to deter future disciplinary problems. Recognizing that we are working with individuals, all cases must be considered separately and all factors weighed carefully. **Suspended students cannot attend school functions or be on school property while suspended.**

MAKE-UP WORK PROCEDURE FOR OSS STUDENTS

Make-up work during out of school suspension is allowed but is the responsibility of the student to secure. Students who are suspended out-of-school must secure work from each teacher via telephone, email, or Canvas (all teachers have voicemail and email accounts with the school) during OSS. Suspended students must turn in their completed work the day they return to each class to obtain FULL credit for their work.

All students who are out-of-school suspended are encouraged to take each of their books home. It is essential that suspended students take responsibility for keeping up with missed work so they will not fall further behind in their classes. It is understood that out-of-school suspensions may have detrimental effects on the academic standing of suspended students.

DUE PROCESS PROCEDURES FOR A SHORT-TERM SUSPENSION: (10 DAYS OR LESS)

- The student shall be given an opportunity to present his/her version of the incident before judgment is rendered.
- The student shall be given oral notice of the charges against him/her.
- If a student denies the charges, he/she shall be given an oral explanation of the facts forming the basis of the proposed suspension.
- On all out-of-school suspensions, the parent shall be contacted by telephone as soon as possible, and a follow-up letter listing the reasons for the suspension and the appeals procedure shall be mailed.
- In the event the student or parent believes the due process requirements of State Law 167.171 have not been followed or the punishment is unwarranted, they should contact the Director of Family and Student Services.

ATTENDANCE

Regular and punctual patterns of attendance will be expected of each student enrolled at Staley High School. **Students MUST maintain 90% attendance during the school year to be in compliance of the Missouri School Improvement Standards.** Public Education is governed by The Missouri School Improvement Standards (MSIP 5). It is the state's school accountability system for reviewing and accrediting public school districts in Missouri.

Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum. Staley High School will contact the family anytime a student is absent.

Upon arrival to or departure from school during school hours, students must sign in or out in the Student Services Center.

NORTH KANSAS CITY SCHOOLS STUDENT ABSENCES AND EXCUSES (Grades 9 – 12)

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

DEFINITIONS:

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent – A parent, guardian or person acting as a parent in the absence of the parent or guardian. If the student is emancipated, the student will serve as the parent for purposes of this procedure.

Tardy – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have a meaningful participation in the class, lesson or activity.

Truancy – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building administration or accumulates excessive unjustifiable absences, even with parental consent. If an absence is not cleared up within five (5) days, the student may be considered truant. Truancy is a type of unexcused absence.

ATTENDANCE STANDARDS

An **excused absence** is defined as an absence from class resulting from illness or unforeseen circumstances, which is verified by a parent **and includes proper documentation**. With proper documentation, the following absences will NOT count toward the attendance consequences as defined below:

1. Hospitalization
2. Mandatory court date
3. Religious observance
4. Medically documented illness
5. Documented Dental/Orthodontist appointment or doctor's appointment
6. Verified school counseling/office appointment
7. A school-based medical professional excuses the absence
8. School-related activities in which the student is a participant
9. History of chronic health problems, provided that proper documentation is filed with the Attendance Office or in Health Room
10. Death in the family
- 11.2 College visits (to be taken as a junior/senior)

A **verified absence** is defined as an absence from class resulting from illness or unforeseen circumstances, which is verified by a parent. The following absences are examples of absences that will count toward the attendance consequences as defined below:

1. Oversleeping
2. Going "out of town"
3. No ride to school
4. Personal business
5. Activity camps
6. District/state contests or other school related activities in which student is not a participant.
7. Family vacations
8. Missing the bus
9. Needed at home
10. Car trouble
11. Other absences verified by parents

All other absences will be considered unexcused and will count toward the attendance consequences as defined below.

COMMUNICATION TO PARENTS AND STUDENTS

Parent/guardian will receive a notice of attendance at the 6, 12, 15, and 18-week mark in the semester. The purpose of the notice is to inform the parent about their student's status as it relates to the expectation of 90% attendance. In addition, the notice will address the possibility of percentage deductions per course if the 90% threshold is not achieved. The notice will also include a detailed schedule of opportunities for students to make-up time through study sessions outside of the regular school day. The student or parent may request of a copy of the student's attendance report by contacting the school's attendance office.

CONSEQUENCES FOR VIOLATIONS

A high school student whose attendance falls below 90% in one semester will receive a percentage deduction by course as outlined in the table below. If the student is failing a course, he/she will receive an "F".

Attendance % By Course	% Grade Reduction
90%+	0%
85-<90%	5%
80-<85%	10%
75-<80%	15%
70-<75%	20%
65-<70%	25%
60-<65%	30%
55-<60%	35%
50-<55%	40%

REVIEW/APPEAL PROCESS

If the student or parent feels that justifiable or extraordinary circumstances have contributed to not attaining the 90% threshold, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office by the end of the semester in which the absences occurred. This waiver should include documentation of illness, funeral or family emergency from a medical doctor, dentist, minister or other official source. The review by the Attendance Review Committee shall be held within a reasonable time following the end of the semester. If no appeal request form is received by the end of the semester, then the decision to deduct percentage points from a student's grade(s) for the class(es) will stand.

The Attendance Review Committee will consider the reasons for all the student's absences. The committee will consider all relevant information including whether:

- The appeal form was returned to the attendance office by the end of the semester in which the absences occurred.
- The student has supplied reasons for each absence with appropriate documentation.

The possible outcomes from an appeal to the Attendance Review Committee:

1. The decision to deduct percentages for the class will stand.
2. Percentage points are reinstated.
3. Student is assigned make-up time for class time missed. Once the student makes up the time missed, percentage points will be reinstated.

The outcome from the Attendance Review Committee will be communicated to the parents by phone and by written communication.

In accordance with due process, the building decision may be appealed through the Academic Services Department and the office of the Deputy Director of Secondary Education.

The district will contact the Children’s Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student’s lack of attendance constitutes education neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

NOTICE AND DUE PROCESS

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district’s website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the Attendance Review Committee. Upon appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district’s records show or that an absence recorded as unexcused or verified should have been recorded as excused.

INTERVENTION AND ENGAGEMENT STRATEGIES

The district may utilize the following intervention and engagement strategies as part of the district’s overall approach to improve student attendance and achievement.

- Conduct community-wide public relations efforts that stress the importance of school attendance.
- Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.
- Contact the family any time a student is absent.
- Will provide opportunities outside of the regular school day for students to recoup hours for the purpose of increasing attendance percentage. The high schools will offer a uniform amount of time for students to recoup hours. Any student may reduce accrued absences by attending make-up study sessions scheduled by the school during non-instructional times. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. **Make-up sessions do not match the educational value of actual class attendance; therefore no student will be allowed to make up more than 35 class hours (per semester) by attending make-up sessions.**

BUS TRANSPORTATION

Bus service is provided for all students who attend Staley High School. There is no charge for this service. For more information regarding bus transportation, call 816-321-5007 or go to

<http://www.nkcschools.org/transportation>

DRESS CODE

The general atmosphere of the school must be conducive to learning. If a student’s appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process or if the student’s appearance is inconsistent with the school’s mission, the student will be asked to make the necessary changes. The North Kansas City Schools Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within Staley High School.

Good judgment when selecting clothing for school is expected. Remember that weekend attire might not be appropriate for classes. Clothing or lack of clothing should not disrupt the educational process of the school.

Examples of current fashion items that are not in good taste, or dress that disrupts the educational process may include, but are not limited to, the following:

1. Necklines that are too low or exposed midriffs.
2. Shorts, skirts, dresses or shirts that are tight, short or transparent.
3. Strapless or spaghetti strap attire.
4. Pants, shorts or skirts that permit the display of undergarments, whether worn low or having a low rise.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. No see-through clothing or underclothing worn as an outer garment.
2. Boxer shorts, biker pants, overly tight or short garments are not allowed.
3. No bare backs or midriffs.
4. Tank tops, bikini straps, strapless tops or halter tops may not be worn.
5. Hats/caps, head scarves/bandanas, hoody tops pulled up and sunglasses are not allowed to be worn inside the building.
6. The district may make an exception to this provision if the student must wear head garb as a basic tenant of the student's religion, or due to some medical condition.
7. Dress and grooming will not disrupt the educational environment.
8. Students are not allowed to wear shorts or pants below the waistline (sagging and bagging).
9. Billfold chains longer than 12 inches are not allowed.

When, in the judgment of the administration, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications.

DRIVING AND PARKING

Student parking permits are \$35.00 for the year.

Driving to school is a privilege. All sophomores, juniors and seniors are eligible for a permit. Prior to receiving a permit, the following are required:

1. Proof of insurance
2. Valid driver's license
3. Completed Parking Form
4. Students are expected to drive responsibly and follow parking rules including displaying the proper parking permit at all times and parking in designated student parking areas. Failure to display a proper parking permit, driving safely, and exercising prudent judgment in operation of vehicles will result in a ticketed fined amount, loss of driving privileges and disciplinary action up to and including suspension from school.