



**Chiefs Handbook  
2023-2024**

# Office Staff

## Principal

Dr. Bill Powers

## Assistant Principals

A – D	Dr. Cheryl Hall
E – K	Mrs. Stephanie House
L – Re	Mrs. Leslie Helfrecht
Rh – Z	Mr. Scot Phillips

## Coordinator of Site Interventions

Mr. Kyle Johnson  
Mr. Jon Ewing

## Counselors

A – Cr	Mrs. Mavie Busboom
Cu - Hi	Mrs. Amy Moran
Hi- Mc	Mr. Garrett Lombas
Me – Sa	Mrs. Lorrie Miller
Sc- Z	Mrs. Shawn Wallace
Freshmen	Mr. Les Brown

## A+ Coordinator

Mrs. Kim Harris

## Kickapoo U Coordinator

Mrs. Melissa Sharpsteen

## College and Career Access Specialist

Mrs. Michelle Rabinowitz

## Support Staff

Ms. Karen Davis – Secretary to Principal  
Mrs. Jerri Nadherny – Registrar  
Ms. Andrea Bricker – Secretary to Assistant Principal Athletics & Activities  
Mrs. Lisa Hendricks – Secretary to Assistant Principals  
Mrs. Peggy Liston – Financial Secretary  
Mrs. Waukita Ray - Secretary to Counselors  
Mrs. Jennifer Danzer – Boys' Attendance Secretary  
Mrs. Marya Lozaw-Sellers – Girls' Attendance Secretary  
Mrs. Janevra Dixon – A+ Secretary/Kickapoo U  
Mr. Don Jones - Head Custodian  
Mrs. Debbie Dexter – Kitchen Manager  
Officer Rachael Boxberger and Officer Dennis Goss - School Police  
Ms. Angie Doshier and Ms. Mandy Prosser - Nurses

# Faculty & Staff

## Art

### **Blackburn, Joel\***

Brown, Jake  
DeClue, Brian  
Loudis, Jessica  
Wood, Rachel

## Business

Garrison, Aaron  
**Posegate, Cara\***  
Schaumburg, Blythe  
Tepe, Logan  
Walters, Mason

## Communication Arts

Alberty, Samantha  
**Armstrong, Allison\***  
Bilyeu, Jody  
Hall, Josh  
Jordan-Diemler, Makayla  
Loudis, Kyle  
Mattson, Jessica  
Mello, John  
Moore, Kelsey  
Orman, Leslie  
Ryan, John  
Samuel, Ethan  
Savage, Kristen  
Stephens, Kathy  
Tate, Sara  
Wallace, Heather

## Music

Cornelius, Nathan  
**Honeycutt, Annie \***  
Payne, Jeff  
Scriven, Aaron

## Health/P.E.

**Daniels, Kayla\***  
Hutchins, Mason  
Hodge, Phil  
McHenry, Mitch  
Sweet, Jason  
Thomas, Nate

## Mathematics

Bube, Stephanie  
Erickson, Cynthia  
Evans, Tyler  
Fink, Jill  
Goddard, Jeremy  
Johnson, Lisa  
**Lord, Ashlie\***  
Matthews, David  
Neeman, Scott  
Odom, Angela  
Woodard, Cicely  
Zook, Sherri

## FACS

Barron, Amy  
Bones, Becky  
Ganaden, Bobbi  
**Highfill, Jennifer\***  
Sauer, Christa

## Science

**Adams, Marci\***  
Bernhard, Dianna  
Drane, Justin  
Elley, Meaghan  
Hostetler, Ryan  
Jansen, Jami  
Lampert, Julianne  
McDannold, Santana  
Parmley, Nick  
Redinger, Kim  
Schanfarber, Andrew  
Wilbur, Eric

## Credit

**Recovery/MoOPT**  
Mathisen, Chris  
Prude, Kelly

## Industrial Tech

Cannella, Betsy  
Ray, Kevin

## Graduation Mentor

Reeves, Taylor

## Social Studies

Buckley, Billy  
Donnelly, Jayme  
Howser, Jason  
Jarman, Lance  
Lofthouse, Samantha  
Maus, Derek  
Peterson, Dalton  
Turner, Chelsea  
**Wells, Jennifer\***  
Wilson, Kristen

## Special Education

Annino, Kyna  
Boston, Eric  
**Constantine, Kristi\***  
Cormack, Scarlet  
Ezell, Alisa  
Friebe, Melanie  
McCarville, Katie  
Simmons, Molly  
Spencer, Brian  
Sperry, Kim  
Vazquez, Liza  
Williams, Taylor R.

## World Languages

Holcomb, Kazumi  
Karr, Jeffery  
Marshall, Jessica  
Nuñez, Melissa  
**Rowden, Melissa\***  
Stennett, Jessica  
Wyrick, Krista

## Librarians

McDonald, Shannon  
Netzer, Melody

## ISS

Coppage, Roland

## ELL

Claiborn, Cassidy

**\*Chairperson**

# 2023 - 24 Kickapoo Calendar

## August

22 First Day of School  
24 SPS-U and Open House  
30 Chief Night - Welcome Back Chiefs!

## September

4 Labor Day (No Classes)

## October

2-6 Homecoming Week  
12 Parent-Teacher Conferences  
19 End of First Quarter  
20 Professional Work Day (No School)

## November

6-7 Fall Break (No School)  
10 Veterans Day Assembly  
20-24 Thanksgiving Vacation (No Classes)

## December

12 Holiday Assembly  
22 End of 1<sup>st</sup> Semester  
25-29 Winter Vacation (School Closed)

## January

1-2 Winter Vacation (School Closed)  
3 Professional Work Day (No School)  
4 Start of second semester  
15 Martin Luther King, Jr. Holiday (No Classes)

## February

5-9 Courtwarming Week  
15 Parent Teacher Conferences  
19 President's Day (No Classes)

## March

7 End of Third Quarter  
8 Professional Work Day (No Classes)  
11-15 Spring Break (School Closed)

## May

3 Prom  
18 Commencement  
23 Last Day of School

**KHS Bell Schedule  
2023-2024**

**Monday – Tuesday – Thursday – Friday**

Block	Beginning Time	Ending Time	Minutes
1	8:10	9:45	95
2	9:50	11:25	95
3	11:30	1:30	95
4	1:35	3:10	95

*Lunch Schedule:*

1<sup>st</sup> 11:30 – 11:55    2<sup>nd</sup> 12:00 – 12:25    3<sup>rd</sup> 12:35 – 1:00    4<sup>th</sup> 1:05 – 1:30

*Chief Time Schedule*

Mon. ☐ 2:40    Tue. ☐ 12:30 – 1:00 or 1:00 – 1:30    Thurs. ☐ 10:55    Fri: ☐ 9:15

**Wednesday Late Start Schedule**

Block	Beginning Time	Ending Time	Minutes
1	8:40	10:05	85
2	10:10	11:35	85
3	11:40	1:35	90
4	1:40	3:10	90

*Lunch Schedule:*

1<sup>st</sup> 11:40 – 12:05    2<sup>nd</sup> 12:10 – 12:35    3<sup>rd</sup> 12:40 – 1:05    4<sup>th</sup> 1:10 – 1:35

# KickA+poo

The A+ Program is an avenue students may take over their four years of high school to earn scholarship funds. Students with a goal of graduating with A+ eligibility begin working toward qualification their first day of high school.

Follow these easy A+ *TO DO* steps to begin earning!

- Complete and return the *A+ Agreement*
- Work hard to make the best grades you can and keep your grade point average at or above 2.5
- Be at school to keep your attendance at 95% or higher
- Make decisions that will allow you to have a record of good citizenship and avoid the unlawful use of drugs and/or alcohol
- Score *Advanced or Proficient* on the Algebra I end of course exam
- Perform at least 50 hours of unpaid tutoring which can begin as early as the summer following your 10<sup>th</sup> grade year

By meeting all of these standards you will earn all tuition and general fees paid scholarship to any Missouri public community college, vocational/technical school, or certain private two-year vocational/technical school.

The most current A+ information is offered through the Missouri Department of Higher Education website. Access this by going to...

[dhe.mo.gov](http://dhe.mo.gov)

- Select **Planning & Paying for College**
- Choose **Grants & Scholarships**
- From the “For Students” listing on the right, click on **A+ Scholarship Program**

You will find very detailed information on the A+ Program, laws and post-secondary schools accepting A+ funds.

# Kickapoo University

Kickapoo University is a college and career readiness program. This program was designed to keep students engaged for all four years of their high school career, give them guidance into a career path of choice, and showcase cost savings through dual enrollment opportunities.

## Requirements:

- Application process starts as early as 8<sup>th</sup> grade.
- Maintain a 3.0 cumulative GPA.
- Sustain a cumulative attendance rate of 95% or higher.
- Meet citizenship card requirements.
- Must be enrolled in A+ program.
- Mandatory parent meeting (1 each year).
- Complete 150+ hours of volunteerism by graduation.
- Must complete (3) self-selected job shadowing experiences (3 hours each).
- Additional Courses Required:
  - Fourth Math credit (1 unit).
  - Intro to Speech (1 unit) 9-12<sup>th</sup> grade.
  - Intro to Computer Applications (1/2 unit) 9-10<sup>th</sup> grade.
  - Computer Applications\* (1/2 unit) 9-12 grade.
  - Global Awareness course work (1 unit).
  - Internship (1/2 unit) 12<sup>th</sup> grade.
  - Capstone (1/2 unit) 12<sup>th</sup> grade.

## Benefits:

- Job Shadowing
- Volunteerism
- Internships
- College Dual Enrollment Opportunities
- Networking with Professionals
- Flexible Schedules
- Senior Capstone
- Cost Savings



## Contact Information:

Kickapoo University Office located in the Kickapoo U/A+ Office, further information at

<https://kickapouniversity.weebly.com/>

\*or 2<sup>nd</sup> level practical art credit

# Attendance

Regular attendance is extremely important to a high school student, both now and in the future. Students are expected to attend school every day unless illness, injury, funeral, or some other reason of an unavoidable nature prevents them from doing so.

An absence for any reason requires that a parent contact be made with the Attendance Office. This may be accomplished either by a telephone call or a short note from the parent. Those students who are absent without a parent contact will be considered truant and will be referred to the appropriate Coordinator of Site Interventions – CSI. It is the student’s responsibility to attend classes and, when necessary, account for absences.

<b>Boys’ Attendance</b>	<b>Mrs. Danzer</b>	<b>523-8515</b>
<b>Girls’ Attendance</b>	<b>Mrs. Lozaw-Sellers</b>	<b>523-8516</b>

*ALERT NOW* calls are made each evening if a student’s absence has not been excused by a parent/guardian or if a student was absent one or more blocks. If the absence is not cleared, it will be considered truancy and the student will be assigned discipline according to the SPS scope and sequence.

If a student becomes ill during the school day, he or she must go to the nurse’s office with a pass from his or her teacher. If the nurse sees the need, she will call a parent and the student will be dismissed. If the nurse is not in, the student should report to the Attendance Office. At that time, one of the attendance secretaries will call the parent to see if the parent wants the student dismissed.

If a student needs to leave school on personal business, he or she will need to take a note, signed by a parent or guardian, to the Attendance Office before school.

If a student arrives at school after tardy sweeps, then he or she must report to the attendance office before going to class. A parent contact is also necessary at that time.

**Students are reminded that once they arrive at school, they are to remain on school property.**

## Most Frequently Asked Questions Regarding Attendance Procedures:

- 1. How do my parents report my absence?**

Before school on the day of the absence, have a parent/guardian call the attendance office. If your parents do not have access to a phone, have them send a note on the day of your return. It is your parent/guardian's responsibility to stay in contact with the Attendance Office.
- 2. What if I need to leave school during the day?**

You should present a note to the Attendance Office *before school* or have a parent or guardian call the Attendance Office requesting a pass to leave campus during the day (blue pass). You should never leave campus without obtaining a white pass from the Attendance Office. In an emergency situation, your parent may call the Attendance Office to have you excused. However, at no time should you ever leave campus without checking out through the Attendance Office and receiving a blue pass. **STUDENTS LEAVING CAMPUS WITHOUT CHECKING OUT WILL BE CONSIDERED TRUANT!**
- 3. What if I get sick during the day?**

Anytime you get sick, you should report to the nurse's office. Should it become necessary for you to leave campus due to illness, the nurse must make contact with a parent before releasing you to leave.
- 4. May I leave campus for lunch?**

No. Springfield Public Schools maintain a closed campus policy for lunch. Students are not allowed to leave for lunch and may not have outside food delivered to them.
- 5. Am I eligible to participate in a school activity if I am absent from school the day of the activity?**

According to state activity regulations, you must be in attendance the entire day to be eligible to participate in a school activity that night. For Saturday events, you must be in all classes on Friday. Exceptions are considered only by school administration, if approved in advance.
- 6. If I arrive on campus before 7:40 a.m., may I leave campus as long as I report to class on time?**

Once you arrive on campus, you **MAY NOT** leave campus without following proper attendance procedures.
- 7. What if I arrive at school after it has begun for the day?**

If you arrive after school has already begun, you must report to the attendance office for a white "Admit to Class" pass.

## **Dress Code Guidelines (Policy JFCA)**

Responsibility for the appearance of students enrolled in the District rests with the parents/guardians and the students themselves. They have to determine the manner of dress for their son or daughter, providing that such attire complies with public health standards, meets community decency standards, is not destructive to school property, and does not disrupt the educational process. The district may require a student to modify his or her dress or hair for safety purposes. If apparel displays or promotes the use or possession of anything that is in violation of any Board Policy (e.g. tobacco, alcohol and drugs) it is prohibited. When, in the judgment of the Principal, a student's appearance violates this policy, the student may be required to make modifications.

- Clothing that promotes disruptive behavior of other students are not allowed.
- Sunglasses are not to be worn in the school building.
- Chains attached to wallets or used as a fashion accessory are not to be worn in the school building or on school grounds.
- Strapless, backless, and revealing tops, or clothing that is revealing are not to be worn in the school building.
- Visibly showing your underwear and/or undergarments is not allowed in the building.
- Wearing tops that show the bare midriff are not to be worn in the school building.
- Overly bulky or overly loose clothing including coats that may conceal a weapon or have been used to establish affiliation with groups or gangs whose activities or activities believed to involve intimidation, violence, or other illegal activities will not be permitted at school or school activities due to their disruptive nature on the school climate and educational process.
- Hats, including beanies, are not to be worn in the school building unless approved by building administration. Head covers deemed inappropriate and/or distracting by administration will be required to be removed and no longer worn. Religious exemptions allowing head coverings should be directed to the building administration.
- Shoes must be worn at all times. Slippers (bedroom or house slippers) are not appropriate footwear.
- Coats or jackets shall not be worn/used in a disruptive manner by students.
- T-shirts and/or other apparel will not contain profanity, obscenities, suggestive, or provocative statements, statements that cause disruption and uncivil conduct in school, drug, alcohol symbols, advertisements, or gang dress symbols are not to be worn.
- Pants should be worn at the waist and not allowed to sag.

# Electronic Devices

The rules in all Springfield Public Schools regarding electronic devices read as follows:

*"The use of an electronic communication device such as a cell phone, or a similar device is prohibited during the school day. This policy will be violated if the device is turned on or used during the school day, unless authorized by a site-specific procedure. The "use" of a device will occur if the device is in the "on" position and/or if voice, text, photo or video messaging takes place during the school day. The District is not responsible for lost, damaged or stolen devices."*

## **Cell Phones**

- Teachers set cell phone rules for their classroom in the syllabus. Those expectations are discussed in the classroom. Some teachers allow cell phone use, others do not.
- Students are expected to follow the cell phone rules for each teacher as stated in the syllabus; if they do not abide by the rules, they may be referred to the office for discipline.
- The student may also be subject to the teacher's classroom discipline procedures.

# General Information

## **Assemblies**

The Assemblies Commissioner establishes a calendar of assemblies at the beginning of the year and all classes are assigned seats. Since assemblies are part of the regular program at Kickapoo, attendance is required. Failure to sit with the class during the assembly will result in a discipline referral.

Students are expected to conduct themselves in a manner that will not disturb others who wish to enjoy the program. Students who cannot comply with the conduct standards will be disciplined by their assistant principal and may be suspended from future assemblies.

## **Cafeteria**

Breakfast is served daily from 7:40 a.m. and lasts until the warning bell for 1<sup>st</sup> period (8:05).

All students are assigned a lunch during their 3<sup>rd</sup> period class and must leave their classroom area during this time. No one is allowed to leave the building or campus for lunch. All lunches, whether purchased here or brought from home, are to be eaten in the cafeteria only. Students are expected to pick up after themselves and return all trays. Failure to do so will result in lunch clean up duty and/or further discipline.

After students have completed their lunch, students are to stay in the cafeteria or other designated area until three minutes before the time to go back to their classroom.

## **Counselors**

When a student needs to see his or her counselor, an appointment must be made. The student may sign up for an appointment time in the Counseling Center, before and after school or during lunch, or on the Counseling Canvas page. A student should have a pass before leaving class to see his or her counselor and are never leave class to make an appointment. Any questions regarding counselors should be directed to the Counselor's Secretary.

### **Fees/Fines**

Students may incur fees and/or fines throughout the school year for such items as ID badges, lost textbooks, Chromebooks, late/lost library books, club/activity fees, etc. These encumbrances must be paid in a timely manner or students will be prohibited from purchasing tickets for activities such as Chief Night, dances, mixers, etc.

**MySchoolBucks.com** account can be set up online to make card payments.

### **Food and beverage**

Snack and drink machines are available in various locations throughout the building. Rules and regulations regarding the presence of food and beverage in classrooms are subject to the discretion of individual teachers. It is always the responsibility of the student to pick up his or her trash and dispose of it properly.

### **Grading Scale - 9th grade only**

The Springfield Public Schools grading scale is as follows:

A	=	4.00
B	=	3.00
C	=	2.00
D	=	1.00
F	=	0.00

### **Hall of Fame**

The Hall of Fame is the highest honor a senior student at Kickapoo may receive. Academic standing, citizenship, attendance and participation in school activities are areas which are used by the faculty in the nomination process. After the faculty submits the top eight candidates (four boys and four girls), the student body and staff, through the election process, select the four seniors to be placed in the Hall of Fame. Plaques of the Hall of Fame recipients are kept in the West Entrance.

### **Honor Roll**

Kickapoo compiles two honor rolls at the end of each semester. The *Honor Roll* recognizes students who have taken a minimum of 3.0 units of credit a semester and who have a GPA between 3.0 and 3.74. The *Principal's Honor Roll* honors those students who have taken at least 3.0 units of credit per semester and have earned a GPA of 3.75 or higher (earning no grade lower than a B-).

### **Lockers**

A lock and locker may be issued to each student upon request. Locks are issued for the protection of the student's property and each student is responsible for the lock which is assigned at the beginning of the year. Only school-issued locks may be used on the assigned locker. Replacement locks are available for a fee. Locks for lockers can be obtained in the attendance office.

### **Lost and found**

A lost and found department is operated by the Attendance Office. Students who either lose or find an article should check within the lost and found bin/shelves by room 181/182. The loss of property may be minimized by placing the owner's name on all books and items.

### **Lost books**

When a student loses a textbook which has been assigned to the student, the loss should be reported immediately to the classroom teacher. The teacher will complete a Lost Book Form and give a copy to the student. The student should then pay the charges listed on the Lost Book Form to the Financial Secretary in the Main Office. Upon payment of charges, the student will be given a receipt which, when shown to the classroom teacher, will entitle the student to receive a replacement textbook. It is important for the student to retain the receipt, as a refund will be made to the student should the original lost book be found and returned to the school.

### **Parking regulations**

All motor vehicles driven to school by students must be registered with the Kickapoo Financial Secretary. One parking spot, one permit, and one hang tag are allotted per paying student. All vehicles must display a parking decal in the lower front passenger side windshield and hang tag on the rearview mirror.

The speed limit on the school parking lot is *10 mph*. All accidents should be reported immediately to the Resource Officer or the Main Office. Any driving deemed to be careless and imprudent will result in a municipal summons and/or loss of parking privilege. Parking violations will result in a discipline referral.

If you have an assigned spot and another vehicle is parked there, park in visitor parking and immediately report the incident to the attendance office.

### **Passes**

The following passes are necessary for the management of Kickapoo High School. It is the student's responsibility to ask for a pass before leaving class or special area.

Green pass:	Teacher- or Office-issued hall pass
Blue pass:	Validates permission to leave campus during the school day.
White pass:	Re-admittance to class
Yellow Pass:	Admittance to class from Tardy Sweeps

### **Repeated classes**

Students may repeat courses for which they earned grades of D or F. The grade earned in the second attempt will be included in the student's Grade Point Average. The transcript will continue to show that the student took the course twice and will show the grade earned on both occasions. However, only the grade earned on the second attempt will be included in the GPA.

### **School facilities and property**

It is every student's responsibility to demonstrate appreciation for the taxpayers' investments in our school by being thoughtful and careful in the use of the building and its equipment. Students will be required to repair or replace any property that they deface, destroy or damage. Food, drinks and trash items should always be disposed of properly, especially in common areas before school and **during lunch**.

### **School public safety**

An armed school police officer has been assigned to each high school. The police officer is a deputized officer whose primary responsibility is the safety and security of all who enter the Kickapoo High School campus.

### **Student conduct**

At Kickapoo, we believe that proper conduct and language are essential in maintaining a sound educational atmosphere. Improper conduct and use of profanity are unacceptable at any time. As a responsible member of the Kickapoo family, students are expected to observe all school rules and refrain from inappropriate behavior and language.

Students must courteously comply with the reasonable request of any Kickapoo staff member in or out of the classroom. Students are expected to give their names when asked by any staff member. When

students fail to follow acceptable rules of behavior or comply with the directions of school personnel acting in the performance of their duties, they shall be considered insubordinate and subject to the reasonable exercise of authority by school officials.

### **Restroom Behavior**

When using the restrooms, students are not to share stalls at any time. One person per stall. There is an expectation of privacy in the restroom- cell phone cameras, social media, Facetime, etc., is not permitted.

All students should be able to use a well-kept restroom. Please be respectful.

### **Tardy Policy**

Students who come into school after the 8:10 bell rings are considered tardy and will be swept into the cafeteria for processing. Students who are late due to a doctor or dental appointment must provide the appropriate documentation to the Attendance Office in order to have their absence coded as medical. These students should enter and exit through the east entrance.

Students who enter school late and avoid sweeps will be considered truant and will be assigned consequences according to discipline scope and sequence.

### **Visitors**

Students may NOT bring visitors to school. Adults visiting Kickapoo must enter through the main office or attendance office and provide state issued ID/driver's license and register with the district's *Hall Pass* security software.

# Health Services

Kickapoo is served by two full time registered nurses. Their offices are located in the Main Office complex. Students who become ill or are injured are to report to the Nurse's Office.

Students should always have a pass from the classroom teacher to see the nurse. If a student wants to see the nurse between classes, the student should first check in with the next period's teacher and get a pass before going to the Nurse's Office. Should it become necessary for a student to leave campus due to illness or injury, the nurse will contact a parent or guardian before releasing the student to leave.

Students with long term health conditions are to report to the nurse during the first days of school. This allows the nurse, as well as other faculty and staff members, the opportunity to better care for emergencies that might arise.

The nurse also serves as a health counselor to students and is familiar with a wide variety of community resources that are available. Students are encouraged to take advantage of this service when necessary.

Student's medication should be administered at home if at all possible. However, if the physician's orders, relative to the time of day that the medication is required, do not fit into the prescribed time frame, the medication may be administered at school with proper procedures being followed. Those procedures are as follows:

## **Prescription medication**

- The student's authorized prescriber must provide a written request that the student be given medication during school hours. The request must state the name of the student, medication, date prescribed, purpose, dosage, time of administration, frequency of administration, route of administration, termination date of administration and the physician's name. In lieu of the prescriber's written request, the nurse may accept a prescription label, properly affixed to the medication. The label must contain all pertinent information listed above.
- Parents or guardians will complete a District Medication Administration Form to give permission for school personnel to administer medication. *District personnel will NOT administer the first dose of any new medication.*

- Prescription medication that is to be taken for two weeks or less may be carried and self-administered by the student. Only a daily dose may be carried and must be in the prescription bottle or original container.
- Students taking prescription medication for longer than two weeks must have a written request from the authorized prescriber and the medication must be kept in a locked cabinet in the office.

### **Over-the-counter medication**

- School personnel do not provide any over-the-counter medication for students at any time. Examples include but are not limited to aspirin, ibuprofen, acetaminophen, sinus medication, eye drops, etc.
- All over-the-counter medication must be provided by the parent and/or guardian.
- If it is necessary for a student to take an over-the-counter medication on a regular or occasional basis over a long period of time, students may carry and self-administer a daily dose of over the counter medication if the parent's written request on the authorized medication administration form is on file in the Nurse's Office.
- Any over-the-counter medication that is to be given by the nurse must have a written request from an authorized prescriber on file in the Nurse's Office.
- All medications must be in their original containers.

### **Medication by injection**

- If a student has a known health condition that requires medication by injection, an individual healthcare plan (IHP) will be developed that includes the physician's orders, parent authorization and identifies the designated school personnel who are trained to administer the medication.

# Homework Statement

## **Belief Statement**

At Kickapoo High School, we believe that meaningful homework enhances learning and development.

## **Purposes of Homework**

- To provide opportunity for preparation, reinforcement, extension and creativity.
- To promote effective study habits, individual accountability and time management.
- To give feedback to monitor student progress.
- To increase parental awareness.

## **Parent Responsibilities**

Parents should:

- Be supportive of the educational process.
- Encourage regular study habits in an appropriate atmosphere.
- Act as a guide—not do the assignment for the student.
- Obtain Eschool and Canvas login information and periodically check student grades.
- Expect Academic honesty from your child and be aware of academic honesty/plagiarism policies.

## **Student Responsibilities**

Students should:

- Be sure assignments are understood.
- Complete assignments as directed.
- Turn in assignments on time
- Contact teachers to get make-up assignments.
- Academic honesty is expected in all classes at KHS. Cheating will not be tolerated. Violations of academic honesty include, but are not limited to, copying, allowing someone to copy your paper, using cheat sheets, using technology to transmit or receive information with the intent to commit academic dishonesty, not grading correctly, plagiarizing, and self-plagiarizing. Plagiarism is the theft of ideas, writings, or words of another person and passing this information off as one's own. Self-plagiarism is completing an original paper for one class assignment, then turning in that same paper to another teacher for another class assignment without permission.

# **History of Kickapoo High School**

Founded in 1971

## ***HOME OF THE CHIEFS***

Opened in 1971, the name of Springfield Public Schools' youngest high school is drawn from the history and tradition of the land upon which the school is located. In the early 1800s, this land, known as the Kickapoo Prairie, was inhabited by the Kickapoo Indian tribe with a large village located in the approximate area of the school grounds. The area was the center of an Indian trail running from St. Louis to the Arkansas River -- a trail used by several Native American tribes during their winter hunting trips.

The school's mascot, the Chief, is derived from the highest designation of the historical Kickapoo people. Even the school colors are tied to the past, with the colors of dark brown and sunburst gold representing the tones of earth and sun -- elements essential to the farming tribe for which the school is named.

Kickapoo's excellence is nationally recognized. It is the only Springfield Public School to earn the distinction of National Blue Ribbon School of Excellence by the United States Department of Education, and has achieved this honor twice -- in 1983 and 1998.

Kickapoo High School has an outstanding and honored history. Its success in academics, activities and athletics has developed into a proud tradition since 1971. Students, teachers, parents and staff honor their past and expect to achieve at the highest levels. The proud traditions at Kickapoo High School continue to set the standard for future generations.

# Identification Badges

## ID Badges

All staff and high school students are required to properly display a visible ID badge during school hours. Students are financially responsible for replacing the ID badge. An ID badge may be affixed using an approved lanyard, clip or magnet.

All students at Kickapoo are required to have their ID badges on their person upon entering the school building every day. The purpose for having ID badges is to identify our own students and recognize outsiders so as to continue our emphasis on a safe school environment. Badges should not have any extra writing, drawings or stickers attached.

ID badges are also used in the following ways:

- As a debit card in the cafeteria
- As a library card
- As proof of activity participation at various events
- As proof of OTC attendance

Students should put their badges on before entering the building. If a student arrives at school without a badge, he or she should report immediately to Room 182 to get a badge. If students arrive at school without their ID badge they will request a temporary ID or replacement badge from their first block teacher.

# Student Activities

Kickapoo High School has many clubs, activities and athletics programs in which all students can participate.

Activities and Clubs  
Archery  
Asian Culture Club  
Bowling Team  
Boys Volleyball Club  
Brother2Brother  
Chamber Choir/Concert Choir  
Chess Club  
Cheerleaders  
Chief Mentors  
Color Guard  
Creative Writers Workshop  
DECA  
Democracy in Action  
Indoor Percussion  
Environmental Club  
eSports Team  
Family, Career, Consumer Leaders of America – FCCLA  
Fellowship of Christian Athletes - FCA  
French Club  
Future Business Leaders of America - FBLA  
Future Teachers of America - FTA  
Gender and Sexuality Alliance (GSA)  
Golden Girls Pom Squad  
HOSA (Health Occupation Students of America)  
International Thespian Society/Drama Club  
Investors Club  
Jazz Band  
KARE Team  
Key Club  
KHS Culture Club  
Letterman's Club  
Marching Band  
Math Team  
Media Club/Chief TV  
Model United Nations  
Mu Alpha Theta (Math Honor Society)  
National Speech & Debate Association  
National Art Honor Society  
National Honor Society  
National Spanish Honor Society  
Orchestra/Advanced Orchestra  
Peer Mediators  
Ping Pong Club  
RPG (Role Playing Games)  
Science Club  
Science Olympiad  
Scholar Bowl  
SMASH Club  
Spanish Club  
Springfield Robotics Club  
Student Council  
Together We Lead  
TSA (Technology Student Association)  
Woodworking Club  
Youth Alive  
Youth Investors Society  
21 Chiefs

## **Sports**

### Fall Sport

Cross Country  
Football  
Girls' Golf  
Boys' Soccer  
Girls' Softball  
Boys' Swimming  
Girls' Tennis  
Girls' Volleyball

### Coach

Coach Goddard  
Coach Thomas  
Coach Drane  
Coach Hodge  
Coach Howser  
Coach Hill  
Coach Wilbur  
Coach Adams

### Winter Sport

Boys' Basketball  
Girls' Basketball  
Girls' Swimming  
Wrestling

### Coach

Coach McHenry  
Coach Hanchey  
Coach Hill  
Coach Buckley

### Spring Sport

Baseball  
Boys' Golf  
Boys' Tennis  
Girls' Soccer  
Track

### Coach

Coach Howser  
Coach Yocum  
Coach Wilbur  
Coach Hodge  
Coach Goddard

# Kickapoo Sweeps & Tardy Policy

Student tardiness to class is an issue that Kickapoo High School will again be addressing collectively for the 2023-2024 school year with the "Tardy Sweep" plan. The plan simply allows the classroom teacher to immediately start class each block instead of processing late students. When the tardy bell rings each block the teachers will close and lock their doors. Any student who is not in class will be swept by a team of teachers on their conference period to a central location. Students will be processed according to the consequences listed below and then returned to class. The time out of class should be minimal.

## **TARDY CONSEQUENCES:**

### 1st through 5th tardy

Student will scan ID badge. Tardy information is accumulated in the computer. Student given a Tardy pass to class.

### 6th tardy

Student will scan ID badge and will **call parents** to inform them that this is the 6th tardy and that future tardies will result in lunch detention.

### 7th and 8th tardy

Student will scan ID badge and will **call parents** to inform them that this is the 7th or 8th tardy and that they are being assigned **1 lunch detention**.

### 9th and 10th tardy

Student will scan ID badge and will **call parents** to inform them that this is the 9th or 10th tardy and that they are being assigned **2 lunch detentions**.

### 11th tardy

Student will scan ID badge and will **call parents** to inform them that this is the 11th tardy and that they are being assigned **half a day of ISS**. Teacher will be notified of suspension and must provide an assignment.

### 12th tardy

Student will scan ID badge and will **call parents** to inform them that this is the 11th tardy and that they are being assigned **one day of ISS**. Teacher will be notified of suspension and must provide an assignment.

# Kickapoo Traditions

## **Chief Night** – August 30

This is an annual event and evening of fun planned by the Student Council Cabinet and various KHS clubs and activities as a welcome back to school celebration. Chief Night includes a carnival-like atmosphere of fun, games and competitions between the classes and staff. Students may purchase tickets for Chief Night during Orientation Week or the first week of school.

## **Ceremonial Week** – October 2-6

This is the week-long homecoming celebration. The following activities are featured, as well as others which will be scheduled by Student Council Cabinet:

- **Spirit days** are planned by the Student Council Cabinet Spirit Commissioner. These activities allow students the opportunity to demonstrate their school spirit and to earn class spirit points.
- **Chief Ceremonial Assembly** includes the introduction of the Ceremonial Court to the student body.
- **Chief Ceremonial Queen Elections** during 3<sup>rd</sup> period. Ceremonial Queen Attendants are selected by each class and Queen Candidates are chosen by the senior class. Coronation is at half-time of the football game Thursday evening.
- **Chief Ceremonial Football Game** is Friday, October 6.
- **Chief Ceremonial Dance** is the culmination of the Ceremonial Week Celebration **tentatively** set for Friday, October 6 in the Student Center. Tickets to the dance are sold at lunch during the week and the price includes admission to the dance (*tickets to the dance **will not** be sold at the door*). Dress is typically semi-formal – boys wearing dress coats and ties and girls wearing semi-formal dresses. Students who wish to bring a guest that is not from Kickapoo must submit a completed Guest Approval Form before buying a ticket. In order for students to attend the dance they must have 80% attendance and no major discipline.

**Court Warming Week** – February 5-9

King Attendants are selected by each class and King Candidates are chosen by the senior class. Elections for King are during 3<sup>rd</sup> period and the King will be crowned at the assembly. Tickets to the dance are sold at lunch during the week (tickets to the dance **will not** be sold at the door). Dress for Court Warming is casual to semi-formal. Students who wish to bring a guest that is not from Kickapoo must submit a completed Guest Approval Form before buying a ticket.

**Kickapoo Fight Song**

All hail to Kickapoo  
Her spirit and honor uphold  
Her colors tried and true  
Hold high the Brown and  
Gold

Fight, Fight, Fight

So wherever we may go  
Or whatever we may do  
We'll be loyal for we know  
That WE ARE KICKAPOO!

C-H-I-E-F-S

**Kickapoo Alma Mater**

Hail Kickapoo, your colors  
brown and gold.  
Throughout the years, your  
stories will be told.  
Blessed days with hope, a  
future you will give.  
Oh Kickapoo, you teach us  
how to live.

Oh Kickapoo, your past is  
proud and strong.  
Year after year, to thee we  
still belong.  
Guide now our future, lead  
us on our way.  
Oh Kickapoo, our memories  
ever stay.

# At Kickapoo, we believe . . .

In order to understand our philosophy at Kickapoo High School, we must first understand that a *Mission Statement* explains our purpose – why we exist and for whom we exist; while our *Vision Statement* presents a picture of the desirable future – a statement of what we can be when we are at our best. Both have value in recognizing who we are, what our purpose is and what we ultimately strive to achieve. In other words, our *mission* is what we are today; our *vision* points us to our future.

## **Mission Statement**

The mission of Kickapoo High School is to facilitate a high level of learning and performance for each student in a global society.

## **Vision Statement**

### ***Climate***

An exemplary school should provide an organized and inviting *climate* that is conducive to learning. An exemplary school:

- Fosters open communication, mutual respect, a sense of belonging and teamwork.
- Has a safe, positive and caring environment that values all students.
- Promotes and recognizes excellence in learning and leadership.

### ***Staff***

In an exemplary school the *staff* is committed to do that which is necessary to accomplish the desired results. The exemplary school staff:

- Focuses on student learning and commits to the success of all students.
- Supports the school's mission, vision, values and goals in attitude and action.
- Continually seeks and participates in opportunities to improve professionally.
- Supports and encourages each other in an atmosphere of respect and trust.
- Models ideals of integrity, ethical behavior and commitment.
- Collaborates to improve learning across academic departments and disciplines.
- Encourages student participation in co-curricular activities.

### ***Academic Excellence***

An exemplary school specifies the knowledge and skills that all students are to attain. In an exemplary school:

- Courses are challenging and prepare students to meet their personal and future academic goals.
- Courses focus on measurable mastery of academic content and thinking analytically, logically and creatively to find solutions.
- Instruction reflects researched, proven and innovative classroom practices that increase student achievement.
- Curriculum is aligned with the major instructional goals to ensure high expectations and offer opportunities for continuous improvement.
- Social skills, respect, moral integrity and commitment are integral parts of the curriculum.

### ***Students***

The conduct, character and achievement of its *students* provide evidence of the effectiveness of a school. In an exemplary school, students:

- Strive to achieve high academic standards.
- Maximize individual development through involvement in student organizations, clubs and co-curricular activities.
- Demonstrate positive leadership skills in school and throughout the community.
- Behave in a responsible manner that brings credit to themselves and the school.
- Demonstrate ideals of integrity, ethical behavior, commitment and community service.

### ***Parents and Community***

An exemplary school creates effective partnerships with its *parents and community*. In an exemplary school, the parents and community:

- Are informed and involved partners with students and staff in the role of educating students.
- Are supportive of the school's mission, vision, values and goals.

## **When to Tipline:**

- **Have you heard there's going to be a fight at school?**
- **Is someone being harassed or bullied?**
- **Did you see a drug transaction take place?**
- **Is someone under the influence of drugs/alcohol at school or school activity?**

## **Text SPS Tipline**

**417-319-2901**

**All information is confidential**