

Montgomery County R-II High School
"Wildcats"

www.mc-wildcats.org

2015 – 2016 STUDENT HANDBOOK

Montgomery County R-II High School
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**Montgomery County R-II School District
2015-2016 School Calendar
Adopted March 12, 2015**

August

Su	Mo	Tu	We	Th	Fr	Sa
					30	31
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 6,7=New Staff Work Days
10,11,12= All Staff Work Days
13=Students First Day
S=10

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14=PD Day

S=18

October

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9=End of 1st Qtrr (34 Days)
19=P/T Conferences(12PM-8PM)
S=18

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9=PD Day
25-27=Thanksgiving Break

S=14

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14=PD Day
22=End of 2nd Qtrr (40 Days)
22=End of 1st Sem (74 Days)
23-31=Christmas Break
S=14

January

Su	Mo	Tu	We	Th	Fr	Sa
						1
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-2=Christmas Break
4=Staff Work Day
5=Students First Day of 2nd Sem
S=16

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

8=PD Day

S=16

March

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11=End of 3rd Qtrr (40 Days)
14=PD Day
March 25=Spring Break
S=19

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11=PD Day

S=17

May

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19=End of 4th Qtrr (39 Days)
19=End of 2nd Sem (79 Days)
20=HS Graduation
S=12









June

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Make-Up Day Order=Jan. 25, Feb. 22, March 28, April 25, May 9, March 25

Elementary Time = 7:55 - 3:35
Middle School Time = 8:00-3:52
High School Time = 8:00 - 3:50

153 Student Days
165 Staff Days

-  = Student Attendance Days
-  = Starting PD Days 9AM-3PM
-  = Staff PD Days 8AM-4PM
-  = New Staff Work Days
-  = Staff Work Days 9AM-3PM
-  = Parent/Teacher Conf.
-  = Summer School
-  = Make-Up Days (As Needed)

DAILY BELL SCHEDULE

Warning Bell	7:55
First Period	8:00-8:56
Second Period	9:00-9:56
Third Period	10:00-10:56
Fourth Period	11:00-12:21
1st Lunch Shift	10:56-11:21
2nd Lunch Shift	11:56-12:21
Fifth Period	12:25-1:21
Sixth Period	1:25-2:21
Seventh Period	2:25-3:21
SET	3:25-3:50

The Montgomery County R-II Board of Education believes the standards set forth in the daily operation of the R-II School District are important for the maintenance of an atmosphere where safe, orderly learning is possible and encouraged. This guide is designed to provide students and parents/guardians with information about policies, procedures, rules, regulations, and the consequences of actions. We want students to be able to make informed decisions and choices.

It is not the intent to impose unnecessary restrictions on the student body. We intend for the rules and expectations to parallel what is to follow on the job and in the “real world” so that students can best prepare for the next stage of their lives. Students who choose not to follow regulations and procedures will be assigned appropriate consequences. Parents/guardians are asked to familiarize themselves with the school’s expectations and procedures so that we can work together to solve and avoid problems.

Students: Set high standards for yourself and a good example for others to follow and remember this is your school and your foundation for success. We encourage each of you to dress and behave according to norms that would be found at a youth-related job. School is your job for these four years.

In order to be successful on your job, you need to attend every day possible, follow the rules and expectations of the "job site," be respectful of yourself, others and property, and prove to your "supervisors" (teachers) that you are making every effort to do the job to the best of your ability. **Be mindful that this is a public place and, therefore, our language, dress, and behavior will not be the same as it is in private or when we are in other social settings. Use common sense and good judgment.** If you are unsure, ask! If you do these things, not only will you be successful here, but you will also enjoy your days and your interactions with others. Have a great year!!!

GENERAL STUDENT INFORMATION

When a student enrolls, he/she will be given a copy of the Schedule Planner from the counselors. This planner provides information about individual classes offered and gives other important information. Please reference the planner or see the counselors with questions regarding:

- Graduation requirements.
- Early graduation.
- Grade level placement.
- Dual credit courses.
- Correspondence classes.
- Class rank.
- NCAA Clearinghouse.
- Academic letters.
- Alternative credit.
- MO option.
- At-risk services.
- MOVIP.
- Part-time enrollment.
- Course changes.

GRADUATION REQUIREMENTS

Students will be required to earn a total of 24 units or more in Grades 9, 10, 11, and 12. The Montgomery County R-II Board of Education is following the guidelines recommended by the State Department of Education. The basic idea is for students to get a broad background in several areas their freshman year and use their background to help develop and select a career pathway of study that will guide them the next three years.

Language Arts	4 units
Social Studies	3 units
Science	3 units
Mathematics	3 units
Fine Arts.....	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health	½ unit
PLTW Intro to Engineering Design or Multimedia 1A/1B.....	½ unit
Personal Finance.....	½ unit
Required	17 ½ units
Electives.....	6 ½ units

TOTAL UNITS TO GRADUATE: 24 UNITS

GRADING SCALE:

A+	100	B+	87-89	C+	77-79	D+	67-69	F	59↓
A	96-99	B	84-86	C	74-76	D	64-66		
A-	90-95	B-	80-83	C-	70-73	D-	60-63		

ARRIVING LATE OR LEAVING PRIOR TO DISMISSAL

Students should arrive at school prior to the 7:55 a.m. bell unless they have a work study time scheduled to begin each day. If they are running late, parents are asked to call in and explain the situation. Oversleeping, personal business and car problems are not a valid excuse as the school provides punctual transportation in busses. Being on time is one of the best "life skills" that students can learn in school and this issue is taken seriously. Students arriving after 8 a.m. must report to the office, sign in and have planner signed by office personnel in order to be admitted to class.

If a student needs to leave school prior to their assigned dismissal time, they must sign out in the office AND receive permission to leave from an administrator. A note or phone call from parents will expedite this process. Students who neglect to do this after one reminder will be assigned detention time to make up for the class time missed. Students are encouraged to arrange personal business for outside the school day if at all possible. Please review the attendance policy and procedures in this student guide to prevent absences from interfering with academic success.

If a parent is picking a student up from school early, they are asked to come in to the office and sign the student out. Please do not call and ask for a student to be dismissed prior to your arrival. In order to maintain the highest level of in-class time, students will not be exited from class until their ride arrives and reports to the office.

If a student is feeling ill and wishes to go home, the procedure involves first reporting to the nurse's office for medical assessment.

Students are NOT to text or call home without having first seen the nursing staff. If the nurse's office is closed, this same procedure will be followed with the office secretary. These individuals will contact parents to arrange transportation or to notify the parents of driving students that they are being sent home sick if it is determined that this is necessary.

First incident: Warning. Second incident: 1 hour after school detention

ATTENDING CLASS WITHOUT THE NECESSARY/REQUIRED LEARNING MATERIALS

In order for the learning process to be effective, students must attend class with the required learning materials on a daily basis. It is unfair to classmates that a teacher has to take time out of each lesson in order to gather missing materials. Teachers provide classroom management plans, at the beginning of each year, which will indicate what materials are necessary for class. When a student is unprepared for class, the following consequences will be applied.

First offense: Teacher warning.
Second offense: Administrator warning.

- Third offense: 1 hour of after school detention.
- Fourth Offense: 2 hours of after school detention.
- Fifth Offense: 1 day in-school suspension.
- Sixth Offense: 2 days in-school suspension.
- Seventh Offense: 3 days in-school suspension.
- Eighth Offense: 4 days in-school suspension.
- Ninth and each subsequent offense: 1 day out-of-school suspension with parent re-entry conference each time.

CELL PHONES AND ALL ELECTRONIC DEVICES

The school takes no responsibility for theft, damage or loss of personal items a student chooses to bring to school. As dependent as students and adults have become to cell phones and electronic devices, these items are not necessary or required for a school day. Students may use their phones and electronic devices **UP TO** the 8:00 bell. Phones and electronic devices may be used during the student's lunch shift in the cafeteria and in between classes.

Special circumstances exist where activities that teachers perform in class may require the use of a cell phone or electronic device.

*Phones are prohibited in locker rooms and restrooms for camera use.

Students whose phones or electronic devices are used inappropriately will be asked to hand them over to the STAFF MEMBER ASKING. Devices that are not given to the teacher will automatically start at the 3rd offense:

- First offense: Warning. Item turned into the office along with a teacher referral and returned to the student at the end of the day.
- Second offense: Parent conference required; parent must pick up the item.
- Third offense: 2 day confiscation or 1 day ISS.
- Fourth offense: 3 day confiscation or 2 days in-school suspension.
- Fifth offense: 4 day confiscation or 3 days in-school suspension.
- Sixth offense: 5 day confiscation or 4 days in-school suspension.
- Seventh offense: 6 day confiscation or 3 days out-of-school suspension.
- Further offenses: Days will be added to the confiscation (7, 8 . . . and the OSS will remain at 5 days).

The phone will remain in confiscation unless administrator(s) hear from a parent that they prefer their student to take the suspension/detention over having the item confiscated. If the item remains in confiscation, parents may pick the item up after the assigned number of confiscation days.

Additionally, if a parent needs to reach a student during the day, please contact the office rather than call or text them directly during instructional time. If it is an emergency, please specify this and we will get them immediately to the office.

CHANGE OF ADDRESS OR OTHER PERSONAL DATA

If there is a change to personal information including name, address, phone numbers, emergency contacts, custody, or other student data during the school year, please notify the office at once. It is very important in the communication process for the school to maintain up-to-date information. If information needs to be mailed to two separate addresses, please notify the secretary.

CLASS CHANGES/WORK STUDY APPROVAL

There will be no class changes, drops, transfers, work study approval, etc. after the fifth (5th) school day following the first school day of each semester. The administration does have the authority to change classes or schedules for disciplinary reasons and/or special circumstances.

CLASS RANK

All students who receive "A"s in all courses and take an equal number of weighted classes will share a class rank. The number of non-weighted classes will not play a factor so that students are not penalized in the class rank determination by taking additional courses.

CORRESPONDENCE AND ONLINE COURSES

On occasion, students choose to enroll in courses that do not meet on our campus to meet graduation requirements. Information about these courses and the cost of enrollment can be found in the counseling department. If a student enrolls in a course to count toward graduation requirements and receives a letter grade for the course, it does become part of their official transcript and will be calculated in the student's GPA.

DAILY ANNOUNCEMENTS

Announcements are posted throughout the building during midmorning and can also be found on the school website **www.mc-wildcats.org**. (Announcements can be found on the High School page under ***For Parents.***) Please take time to read them to stay informed about upcoming activities, student obligations, etc.

DANCES

An out-of-school date must complete a Guest Permission form prior to the day of the dance. Junior high and/or Middle School students will not be allowed to attend High School Dances. The doors will be closed after one hour following the start of the dance. Students may receive special consideration with prior administrative approval. Students who leave may not return.

DELIVERIES

In an attempt to limit distractions and interruptions to instructional and work time, when a student receives a delivery it will remain in the office until the end of the school day. Consumables can be delivered during lunch time, but will not be delivered to the student.

On high volume delivery days, such as Valentine's Day, the following procedures will be used. When orders are placed at the florists, the customer is told by the florist to notify the recipient that they will have a delivery at school at the end of the day to be picked up. If the order is not placed in person, the florist will need to get contact information (phone number) for the recipient so they can notify the person prior to the delivery date that they will have a delivery at school to pick up. (This way our office staff and teachers do not have to provide notice or pull kids out of class and identify in any way those who are receiving a delivery and those who are not).

During 8th hour, florists may come with deliveries (and the extra personnel they have hired on for the day) to the high school and organize their deliveries. When the bell rings at the end of the day, students can stop by the office to pick up their deliveries.

DRESS CODE

Students will be expected to dress for a **conservative** work environment that is climate-controlled, in an effort to limit distraction from the learning process and prepare students for work-place expectations. When in the judgment of an administrator or staff member, a student's attire disrupts the educational process, may be offensive to others or constitutes a threat to health and safety, the student will be required to make modifications or be required to go home.

- Students must wear appropriate shoes, boots, or sandals. No house shoes/slippers with soft soles.
- Clothing should be in good repair and free of holes above the knee.
- No clothing worn shall have writing, drawings, or emblems that are obscene, derogatory, or that make inappropriate or suggestive innuendoes.
- Clothing and accessories with pictures or ads for liquor, tobacco, or controlled substances are prohibited.
- Blouses, t-shirts, shirts, etc. must extend to at least the top of the student's pants, skirt, or shorts. **Shirts and dresses for girls and shirts for boys must have sleeves and cover the shoulder.** Halters, backless clothing, see-through garments, strapless tops, spaghetti straps/narrow straps, tank tops, sleeveless shirts or bare midriffs will not be permitted. Shirts that fail to cover the back, sides, or stomach when worn normally are unacceptable.

- Tops that hang excessively low below the neck or armpits will not be allowed; this will include shirts or dresses exposing cleavage.
- Undergarments must always be covered.
- Extremely short or revealing shorts/skirts will not be permitted. The inseam of the shorts should be a minimum of 3 inches & square cut; no cutoff shorts will be allowed. Skirts and dresses must be long enough for the student's fingertips to touch the hem when arms are hanging normally at the individual's sides.
- Trousers and shorts must be pulled up to waist/hip level, zipped and fastened, and worn as designed to be worn.
- Leggings, tights, yoga pants and spandex must have a skirt or shorts worn over the top or they will not be permitted. Appropriate length of these items must also meet guidelines mentioned previously.
- Students are not permitted to wear caps, hats, bandanas, scarves, hoods, nylons, sunglasses, other headwear, etc., in the school building.
- Wearing, possession or distribution of clothing or paraphernalia that could be construed to be gang-related will be prohibited.
- Any clothing that might be used for the purposes of concealment will not be allowed. This includes but is not limited to capes, trench coats, cloaks, etc.
- Teachers of specific courses where safety or health is a factor may require certain clothing or certain adjustments to hair or clothing during class.

This list is not all inclusive. As new fashion trends arrive, they will be evaluated by building administrators and announcements will be made to the student body regarding their appropriateness for school. This dress policy may be adjusted for activities outside the regular school day as long as good taste and acceptable standards for public viewing are followed. It is a good practice to keep in mind that different attire is appropriate for different occasions. What we might wear evenings and weekends is not always acceptable "on the job."

EXTRACURRICULAR ACTIVITIES

Students are encouraged to get involved in extracurricular activities as participants and spectators. This participation has been correlated with increased academic performance, improved school climate, and increased student satisfaction in school. Students involved with their school generally leave with a wider range of peer interactions, strong relationships with adult sponsors, and positive memories of their high school years. There are many activities a student can choose from ranging from academic clubs to social events to athletic programs. Students who are active in extracurricular programs are reminded that they are representatives of their school and must demonstrate acceptable behavior at all times. Those students participating in athletic programs will sign an athletic contract provided in the student athlete manual as well as participate in a drug testing program. Eligibility to

participate in activities governed by MSHSAA requires that a student earn 3 credits the previous semester. **Students participating in extracurricular activities must remember that maintaining satisfactory academic performance and good attendance are required for participation and eligibility.** School policy applies to extracurricular activities both at our school and when we are attending other schools. Any student who is assigned to either in-school or out-of-school suspension is prohibited from attending or participating in any school-sponsored activities from the time the assignment is made until their first day of return to their regular school classes. Students must be in attendance at school the entire day to be at a school activity unless the absence is prearranged. Special circumstances may exist that require administration to consider alternative options. ***MSHSSA policy 2.2.3 states "If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes."***

FIELD TRIPS

Field trips are designed to be an extension of the learning experience. School policies and classroom expectations carry over to these opportunities. Before a student goes on a field trip, a permission form must be signed by parents/guardians.

In order to qualify to participate in field trips, students are expected to be in good standing, academically and behaviorally, and off the hold list. Responsibilities must be met consistently and students must be passing all classes. Work should be made up in advance unless other arrangements have been made with the teacher.

A final list of students going on the trip will be submitted to the office one day in advance.

Any student whose attendance percentage is below 90% or who has had significant discipline problems that semester as indicated by out-of-school suspension days, in-school suspension days, or multiple classroom referrals will be removed from the list and will not go on the trip.

GRADE REPORTS

Grade reports will be mailed home 8 times per year—at each midterm and the end of each quarter along with a letter indicating fines, charges, and other obligations a student has incurred. Parents or guardians may pick them up for the first quarter at the annual parent-teacher conference date. Parents are urged to call the office if they do not receive grade information one week after the end of the quarter. Those ending dates are provided on an annual school calendar included in the beginning of this handbook.

Midterm grade reports will be mailed home at the midterm of each quarter to let students and parents know their current academic standing. This information will be helpful in correcting a failing problem before the end of the grading period. Parents are encouraged to communicate with individual teachers before school, after school, or during their planning period with questions they have about grades and work. Parents can register for on-line access to stay current with their student's progress/information.

HEALTH SCREENING

The Montgomery County R-II Health Services staff will perform a vision, hearing, height and weight screening on sophomores in the fall. The scheduled date of screening will appear in the fall issue of the District's Health Services newsletter, which will be distributed to all students each fall prior to screening.

Students who fail the vision or hearing portions of the screening will be re-screened before any referrals are made. Students absent on the day of screening will be screened upon their return to school. Parents can exclude their child from such screenings by sending a signed note to the Health Services staff. Results of the screenings will be mailed to parents within sixty days of completion of the screening.

LOCKERS

Every student is assigned a locker at the beginning of the school year and will be expected to sign a locker contract to be kept on file in the office. This contract specifies the locker use regulations. Freshman will sign up with a locker partner and will not be able to change this after the initial assignment unless special circumstances are warranted and approved through the administrators. Any student who is found opening or occupying a locker other than their own will be considered trespassing and dealt with accordingly.

Contact paper/tape **will not** be allowed on the locker doors. This can cause permanent damage to both the locker door and the combination lock. Any student who violates this clause will be assessed a fine amounting up to \$50. **Any** damage to locks or lockers will result in a repair bill issued to the student. The cost of a replacement lock is \$15 per student.

Note: Locker checks will be made, unannounced, to make sure that students adhere to the above guidelines as well as to maintain safe and drug-free schools.

MAINTAINING A SAFE AND CONFLICT FREE SCHOOL

Students are the key component to maintaining a positive school climate. If you have an indication that a problem or threat exists, it is imperative that you get that information to an authority figure in a timely manner. Student names

will not be released when information has been provided and your actions may save someone from making a very poor choice.

If you are feeling unsafe, threatened, or find yourself in the midst of a conflict, please seek adult assistance. The counselors and administrators can act as mediators to solve problems in a peaceful manner and are happy to do so.

MAINTAINING LUNCH/BREAKFAST ACCOUNTS

Depositing money into student accounts must be done before school starts or after the school day ends. Money must be given to office personnel in the office and not in the cafeteria.

MEDICATIONS

Complete information about administration of medication is provided by the school nurse during the registration process. At this time, parents/guardians must sign a consent form for the distribution of prescription medication and/or over-the-counter medicines. If a new prescription is given during the school year, a parent consent form must accompany the medicine. Some important reminders include:

- Medication may not be transported on school busses.
- High school students may keep ownership of immediate needs medicines such as inhalers, but the nurse needs a record of this product.
- All medicines must be administered by the school nurse or her designee. If the nurse's office is closed, students will sign in at the office.
- Students will not be allowed to provide any medicine to other students—EVEN over-the-counter medications without severe disciplinary consequences. Although this may seem extreme, we must adhere to this due to the possibility of reactions, etc.

MILITARY/POST SECONDARY SCHOOL REPRESENTATIONS

Throughout the school year, representatives from various colleges, vocational schools, and military branches will visit to meet with students during the lunch hour. This information will be posted at the counselor's office as well as listed in the daily bulletins. Students will not be allowed to miss class time without office permission to visit with any of these representatives.

POOR USE OF CLASS TIME

Students are expected to meet the teacher and class expectations as given. Any student who chooses to waste the class time by not following directions or meeting expectations will be assigned detention to make up for time not used effectively. If this is a repeated problem, a student will be removed from the class.

PROHIBITED ITEMS

Due to problems with theft and disruption, electronic devices are not allowed in classrooms without teacher consent. They may be used before school or at lunch; however, the school takes no responsibility for those items a student chooses to bring.

Students are to refrain from bringing glass containers of any type to school. Toys of any type are not appropriate in the high school. Lighters, laser lights, tasers, and pocket knives are not necessary in the school environment and can be dangerous. These items will be confiscated **and disposed of**.

Food and drink are not to be taken to or consumed in the classroom.

In the case of a documented medical need, a snack may be cleared through the nurse's office. Teachers may allow food or snacks as a class reward on a limited basis. Water bottles may be approved by the teacher.

SCHOOL PHONE

School phones are for school business only. Students are not to use the school phones during the school day. Incoming phone calls and messages for students should be kept to a minimum. Messages received in the morning will be delivered to students during the lunch hour; messages received in the afternoon will be delivered at the end of the day, unless the incoming call is an emergency. Students will generally not be called from class to accept a phone call except in the rare case of extreme emergencies.

SPECIAL SUPPORT SERVICES

We have school counselors available to provide information and to meet academic and other supportive needs. However, at times a student may need additional services.

Requests for assistance and referrals for services are available through the administrators and counselors. Referrals may be made to the school's contract counselor or outside agencies for additional resources.

STUDENT DRIVING AND PARKING LOT PRIVILEGE

Driving to school is a privilege which comes with responsibilities. Students must maintain safe driving practices and follow the rules established here to maintain their driving privilege. Student drivers must register the vehicle they are driving. If this changes during the school year, students are required to update this information with the secretary.

A student parking lot is provided at the south end of the building. Students are to refrain from parking in any other locations and need to park in an organized manner—not blocking anyone in or parking on the grassy areas. When a student arrives at school, they need to immediately lock their vehicle and report into the school building. **Students will not be allowed to remain in the school parking lot and are not to visit the parking lot or their vehicle during the school day without specific permission from the office.** If a violation occurs after one reminder, a short term loss of driving privileges will be issued. An additional violation will result in a long-term loss of driving privileges.

Safety to all (drivers, passengers, and pedestrians in the area) is of primary concern to us; student drivers must refrain from:

- Excessive speed.
- Fishtailing or unnecessary swerving.
- Spinning tires or throwing gravel.
- Passing other cars while exiting.
- Parking on sidewalk or otherwise inappropriately.
- Driving on sidewalk or school lawn.
- Passing school buses while they are loading.
- Other driving practices that are viewed as reckless or hazardous by school personnel.
- Excessive noise distracting to classrooms.

First Offense: Up to twenty (20) school days suspension of driving privileges plus student will be referred to Montgomery County Sheriff's Department.

Second Offense: Loss of driving privileges for remainder of school year plus student will be referred to Montgomery County Sheriff's Department.

Students are to leave from the south parking lot exit which connects to the main drive only. Students must give the right-of-way to school busses and other drivers entering the high school drive, and to busses that are attempting to enter the highway to take students home. Do not drive through the Middle School driveway unless the busses have already exited the school property.

The school reserves the right to press charges against anyone who is endangering the lives of others by driving carelessly. This includes Highway 19 in front of the building, as well as parking lots and driveways.

If a student driver repeatedly arrives late for school, leaves early without permission or visits the parking lot during the day without authorization, driving privileges may be suspended in an effort to help them arrive on time and remain in school by riding the school provided transportation.

STUDENT FINES AND CHARGES

Students are held responsible for the care of property checked out in their name—lockers, textbooks, other classroom equipment, and supplies, etc. If damage beyond daily wear is evident, fines will be assessed and become the responsibility of the student and the parent/guardian. Students will be placed on the “hold” list until the obligations are taken care of, which prevents them from attending social functions and participating in field trips. When vandalism or damage due to the negligent behavior of a student occurs, restitution will be required.

STUDENT PLANNERS

Student Planners are provided to each high school student at no charge. This planner is a valuable resource and tool to each student. If it is lost or purposely damaged, a **\$5.00 replacement fee** will be charged. The planner serves as an avenue for hall privileges and an entry to school when arriving late. Students must possess this handbook at all times.

STUDENT-STAFF INTERACTIONS

Any student problems with a school district employee are best solved before or after class. We do not wish to use instructional time to air out grievances, complain about staff members or discuss problems. Students are encouraged to talk directly in a mature, adult-like, respectful manner to the staff member with whom they have a concern. If this does not resolve the problem, we encourage you to share your concern with an administrator. Often on the job we come in contact with people that we do not particularly like, but are expected to form positive working relationships with a wide variety of people. School is an excellent place to develop this skill—you will probably not like all your teachers in the same way but you are expected to treat them with a level of respect befitting their authority and position. It may be helpful to view them as your “boss” in this on-the-job training exercise of the school day.

VISITORS

Visitors other than parents need to be pre-approved by administration. This includes lunch time. Upon entering the building, visitors (including parents) are expected to report to the office to register. Unauthorized persons found on school grounds may be subject to prosecution for trespassing. This is done to maintain a safe school environment.

ATTENDANCE REGULATIONS

ATTENDANCE POLICY

Students must be in attendance, at school, the entire day to be at a school activity unless the absence is prearranged. Each student is expected to attend school regularly and to be on time for their classes. This is necessary for the student to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. It is not possible to teach someone who is not present. Thus, there is a close relationship between poor attendance habits and classroom failure. Beyond the classroom, students will find employers who are hesitant to hire anyone with a history of poor school attendance.

1. This policy designates eight (8) days of absence each semester as the maximum allowed for normal circumstances of regular school attendance. The eight (8) days of absence are to accommodate:

- Personal illness
- Doctor/Dentist appointment
- Injury
- Illness in immediate family
- Graduation or wedding of immediate family member (self, brother, sister, mother or father)
- Religious holidays effecting students (some religious affiliated events may be considered with prior approval by administration)

The above circumstances are the only reasons that will be considered excused absences.

The following absences will be "principal exempt" with official documentation. These absences will not be counted against the eight day absences per semester.

- Drivers Permit/Test – ½ day each (2 per year)
- College visits - 2 per year for seniors and 1 per year for Juniors (must be approved by Counselors)
- Death in family (must have documentation and limited to 3 days)
- Surgeries
- Court appearances

Parents/guardians are responsible for notifying the principal's office when their son/daughter is to be absent from school. If notification is not received by 9:00 am, school personnel will attempt to contact parents for verification of son/daughter's absence. When a student returns to school after an absence, he/she must present a written statement signed by his/her parent/guardian, or a doctor's note, indicating the reason for his/her absence. If written verification is not presented to the principal's office within two (2) school days of the absences, the absences will officially remain unexcused.

2. Students with excused absences, as defined in paragraph one of this policy, may make up work missed while he/she was absent. On the day the student returns to school he/she should make arrangements with their teachers for makeup work. Students will have one day to make up work for each day missed not to exceed five (5) days. Work not made up in this time period will become a zero (0). Assignments made or test scheduled prior to an absence are due or must be taken the first day back to school.

Note: Attendance will be kept by the teacher on an individual class basis. The office will also maintain attendance records. Parents may feel free to call and ask for an attendance printout to be mailed if they have questions about their student's attendance or the number of periods missed.

3. Students requiring unexcused absences will not be allowed to make up work missed during their absence without teacher approval. An exception to this rule would be an important family event when the student would need to be out of town with parents. Make-up work would be allowed on such an occasion if the following guidelines were met:
 - A parent/guardian conference with the principal/asst. principal must be held several days in advance of the family trip.
 - At this time a decision will be made to grant or deny make-up work.
 - A prior approval form must be obtained from the office, signed by the parent or guardian and returned to the office.
 - The student is responsible for notifying his/her teachers once make-up work permission is granted.
 - The student will turn in all make-up work assignments prior to the student's absence.

Parents and students are reminded that any such absences remain unexcused and thus are considered negative counts on the eight-day limit.

If the eight-day limit is exceeded, the student would be in jeopardy of losing credits for the semester.

- A student who is absent from school due to an out-of-school suspension will not have those suspension days counted toward the number of days absent permitted per semester.

4. The principal's office will notify the parent or guardian of a student when the student has missed a class three (3) times a semester. Parents will also be notified after five (5) absences, as well. The principal will meet with the student after eight (8) absences to review the student's attendance history and remind the student of their attendance status. Any student that has missed over 15 days a semester will be referred to the juvenile office and DFS.

With the accumulation of nine (9) absences from any class period during the semester, a student will receive no credit for the semester. Students will be required at that time to apply for an extension of credit to maintain their credits.

The principal will assess each application and create a contract to set forth the guidelines required of the student to maintain credit. Students may be required to make up time with teachers either before or after school, or during Saturday schools to make up for unexcused absences and those absences that exceed the eight-day limit per semester. Decisions concerning attendance may be appealed through the principal.

5. Students who are attending school events are not counted as "absent" by the classroom teacher.
6. If a student wishes to appeal their attendance, the principal will determine when to convene the attendance review committee, which is made up of five teachers.

The information in the student's file will be presented to the committee which will study it and make a recommendation to the principal concerning the granting or denial of extensions of the absence limit, or other possible actions as they deem appropriate. Parents/guardians will be informed by the principal in writing as to the decision of the child's attendance problem.

7. School sponsored activities for which the student has been properly pre-excused are exempt from and will not pertain to this policy; however, students will be required to make up all work missed because of the activity. Communication with the teacher prior to the absence is required of the student. Students must also understand that some, if not all, of the work may be required to be completed prior to the student's absence.

8. Students of legal age (18 and older) will still be responsible for following the same guidelines of the attendance policy as other students. Married students and students with unusual circumstances will be responsible to confer with the principal for special arrangements concerning their attendance.
9. Students who lose credit due to lack of attendance must continue to attend and participate in all classes regardless of credit status. In order for students to be eligible for the credit recovery program, students must continue to attend classes and maintain a 50% grade average in each respective class.

In conclusion, students, parents, and the school community need to realize and understand that the eight days of absence per semester built into the attendance policy are not to be considered as an approved number of days to skip classes. Any student absent from school without permission will be considered truant and dealt with accordingly.

We feel that eight absences per semester are an adequate amount of time to cover most student and family needs. Just like a job, students are allowed so many days to meet personal needs, whether it is sickness, family problems, business, death, etc. The student does need their parent's permission to miss that day. However, the consequences are clearly outlined when a student misses more than the eight days allotted.

Any decision rendered by the attendance committee and school administration can be appealed to the Superintendent of schools and the Montgomery County R-II Board of Education.

COLLEGE DAYS

Each senior is allowed two college/military visit days which does not count as an absent day and juniors are allowed one day. The day must be prearranged by securing a form from the counselor's office and having each teacher sign off on it prior to the visit day. Colleges are encouraging students to visit in the summer so that school time does not need to be missed to make this big decision. If this is not possible, it is acceptable for juniors and seniors to use days to visit post-secondary schools, but these days do count toward the eight absences (except the two provided to seniors and the one provided to juniors).

DISTRICT ATTENDANCE PROCEDURE FOR HIGH SCHOOL STUDENTS

The Montgomery County Board of Education Goals for the District includes a goal of 95% attendance district-wide. Therefore, attendance at or below 95% after the first 10 days of school, or absence of 3 days per semester, triggers the first formal contact with parents.

Parents will be encouraged to notify the school when their child is absent by calling before 8:30 a.m. When a student is absent, and the parent has not notified the school, office personnel will call the family and inquire about the student. A phone log will be maintained to document reasons for the absences. Parents who do not have a phone are expected to send a note when their child returns to school following an absence.

When the attendance of a student becomes a concern and absences for a student reach 3 days per semester, the parent of the student will be contacted with a formal letter that includes the following information:

- A statement regarding parents/guardians' responsibility to ensure regular attendance of their children.
- A statement indicating the principal's responsibility to monitor attendance and notify parents of excessive absences.
- A statement indicating that excessive absences may result in retention or referral to the Children's Division and/or the Juvenile Officer of the Circuit Court.

When absences for a student reach 5 days per semester, the second contact (formal letter) will include:

- Citation of state law informing parents of mandatory attendance ages.
- A request for parent/administrator meetings.
- A statement that although the child may be 16 or above, the parent should be aware that continued absenteeism will negatively impact their child's A+ status, Vo-Tech school enrollment, participation in field trips and eligibility for early release.
- A statement that the student may risk losing credit for classes attended during this semester.
- For those students who are not yet 16, a statement indicating that excessive absences may result in retention or referral to the Children's Division and/or the Juvenile Officer of the Circuit Court.

When absences for a student reach 8 days per semester, the third contact (formal letter) will include the following information:

- Continued absences could result in retention.
- Citation of state law informing parents of mandatory attendance ages.
- A request for parent/administrator meetings.
- A statement that although the child may be 16 or above, the parent should be aware that continued absenteeism will negatively impact their child's A+ status, Vo-Tech school enrollment, participation in field trips and eligibility for early release.
- A statement that the student may risk losing credit for classes attended during this semester.
- For those students under the age of 16, the student may be reported to the Juvenile Officer of the Circuit Court for truancy.

- For those students under the age of 16, referral to the Children’s Division via the Child Abuse Hotline for educational neglect will be considered.
- For those students under the age of 16, the District will cooperate with the Prosecuting Attorney’s office regarding RSMo 167.031 and .061.

When absences for a student reach 15 days per semester, a child abuse hotline for educational neglect call is made at the principal’s discretion.

LATE HOMEWORK

If a student has late or missing homework, they will still have the opportunity to earn credit for the work after the initial due date and until the end of the unit/project/standard being assessed.

If the work is:

1 day late – 80% of the total points will be earned.

2 days late – 70% of the total points possible will be earned.

3 days late – 60% of the total points possible will be earned.

4 days late or until the end of the unit/project/standard being assessed – a maximum of 50% of the total points may be earned.

Students are encouraged to communicate with teachers if homework will be late. Extensions can be granted on late homework if the student is making progress and communicates extended time is needed.

MAKE-UP WORK

Students who have authorized absences will be allowed to make up assignments and tests missed for full credit unless they have exceeded the 8 day per semester limit. One make-up day will be allowed for each day missed. It is the student's responsibility to ask the teacher for make-up assignments. When a test or assignment was announced during the student's presence in class or given in advance as part of a pre-arranged absence, he or she will be required to take the test or hand in the assignment on the date designated. Students will not be permitted to make up assignments or tests in the event of an unauthorized absence.

TARDIES

Punctuality is a necessary life skill, and teachers have limited instructional time each day. At the bell, students should be in the classroom with materials ready to begin class. Tardies will be maintained and monitored by each teacher, each **SEMESTER**, per class. After 20 minutes, a student is no longer considered tardy and instead will be listed as absent and truant.

Consequences are as follows:

- First offense: Teacher warning.
- Second offense: Administrator warning.
- Third offense: 1 hour of after school detention.
- Fourth offense: 2 hours of after school detention.
- Fifth offense: 2 hours of after school detention.
- Sixth offense: 1 day in-school suspension.
- Seventh offense: 2 days in-school suspension.
- Eighth offense: 3 days in-school suspension.
- Ninth and each subsequent offense: 1 day out-of-school suspension with parent re-entry conference each time.

TRUANCY

Truancy is defined as any unauthorized absence from school or class without the knowledge and consent of parents/guardian and/or the school administration. If a student leaves during the school day without following the proper procedure outlined in this student guide, he/she may be considered truant. Students who fail to report to a class during the school day will also be considered truant.

Those students who have not yet attained the age of 16, who are habitually absent and/or truant, will be referred to the Montgomery County juvenile officer. A referral to the court appointed attendance officer might also be made so that a home visit can occur. **Educational Neglect** is now considered an act of child abuse under **Missouri Law.**

Parents will be notified whenever a student is found to be truant from school. The truant student will not be given the opportunity to do make up work and the student will lose the opportunity to appeal for an absence extension.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

NON-DISCRIMINATION

The Montgomery County R-II School District is an equal opportunity employer, and has adopted policies prohibiting discrimination based upon age, sex, race, color, national origin, religion, disability, or veteran status. Any alleged discriminatory treatment should be referred to the Superintendent of Schools, who serves as the district's Non-discrimination Officer. If you need accommodations to participate in the employment application process, please contact the Office of the Superintendent.

NO CHILD LEFT BEHIND ACT

Upon written request, the district is required to inform you of certain information, under the No Child Left Behind Act of 2001. You have the right to know:

- Whether your child's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which your child's teacher provides instruction.
- Whether your child's teacher is teaching under emergency or provisional status under state licensing criteria.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has, any graduate degree or certification the teacher holds, and the field of discipline of the certification.

The district is also required to notify you on the achievement level of your child on the state academic assessments, and timely notice that your child is being taught by a teacher who is not highly qualified.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

DISCIPLINE POLICY

STATE LAW

The local board of education of each school district will establish a policy of discipline, a written copy of which will be made available in the office of the superintendent for each district, for public inspection during normal business hours.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a disciplinary action that is appropriate to the age and developmental level of the child. These disciplinary actions may range up to the consequences listed. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In addition, placement in an alternative education setting, in

keeping with the Safe Schools Act, may be used by administrative decision. Unattended confinement of students in a locked space is prohibited. This code of conduct is in force on all school property, on school buses, and at school activities regardless of whether or not school is in session.

District personnel in public schools are responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, and will not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section. Students are expected to follow the directions given from all adults within their role as school personnel in a respectful manner.

This discipline policy is developed for K-12. Not all consequences listed are appropriate or effective for high school students and may not be used.

REPORTING TO LAW ENFORCEMENT

It is the policy of the Montgomery County R-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

PARTICIPATION IN ACTIVITIES

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the Superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

ACADEMIC DISHONESTY

Cheating on tests, assignments, projects or similar activities; plagiarism, claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: Grade reduction, redo/replacement assignment, detention, or in-school suspension.

Subsequent Offense: No credit for the work, grade reduction, course failure, removal from extracurricular activities, Saturday detention, or in-school suspension.

Students enrolled in dual credit courses will follow the College State Board's policy for academic dishonesty. Instructors will have that policy in a separate handout.

ARSON

Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

ASSAULT

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

AUTOMOBILE/VEHICLE MISUSE

Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow direction given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

BULLYING

Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension, notification to law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement.

BUS OR TRANSPORTATION MISCONDUCT

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

DISHONESTY

Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH

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.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

DRUGS/ALCOHOL

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or One (1) to one hundred eighty (180) days out-of-school suspension.

Subsequent Offense: One (1) to one hundred eighty (180) days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension, or One (1) to one hundred eighty (180) days out-of-school suspension.

Subsequent Offense: One (1) to one hundred eighty (180) days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

First Offense: One (1) to one hundred eighty (180) days out-of school suspension or expulsion.

Subsequent Offense: One (1) to one hundred eight (180) days out-of-school suspension or expulsion.

EXTORTION

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

FAILURE TO MEET CONDITIONS OF SUSPENSION

Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy is a serious violation of the district's discipline policy. See the section of this regulation entitled "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

FALSE ALARMS

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

FIGHTING

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

FIREWORKS, POSSESSION OR USE OF

First Offense: 10-180 days out-of-school suspension.

Subsequent Offense: Expulsion.

GAMBLING

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

HAZING

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

INCENDIARY DEVICES

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First Offense: Confiscation. Warning, Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

PUBLIC DISPLAY OF AFFECTION

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

SEXUAL ACTIVITY

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

SEXUAL HARASSMENT

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

TECHNOLOGY MISCONDUCT

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency or in accordance with the approved phone restrictions in the building handbooks.

First Offense: Confiscation, Principal/Student/Parent conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (1), (2), or of Board policy EHB and procedure EHB-AP.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

THEFT

Theft, attempted theft, or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

THREATS OR VERBAL ASSAULT

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

TOBACCO

1. Possession/distribution of any tobacco products (including but not limited to also include e-cigarettes, vapor cigarettes, etc.) on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, in-school suspension, or 1-3 days out of school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products (including but not limited to also include e-cigarettes, vapor cigarettes, etc.) on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

UNAUTHORIZED ENTRY

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

VANDALISM

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

WEAPONS

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

RULES GOVERNING DETENTION

1. Students are to report to detention by 4:00 p.m. weekdays. If they will be arriving late, they must receive pre-approval from the administration.
2. Detention will be held on Tuesday and Thursday after school from 4:00-6:00 p.m.
3. Detention may also be served in the mornings by special arrangement with the Assistant Principal. This option is available as an alternative to after school detention to avoid further consequences. If a student elects to serve before school detention, they must report directly there upon arrival, sign in and do so every day until the time has been completely served. The same rules apply to before school as after school time.
 - No food or drink allowed.
 - No sleeping or card playing.
 - Students will obey the faculty member in charge without question.
 - Any student who disrupts detention will be assessed a one-day suspension per hour not served.
 - Work detention may be assigned at the discretion of the supervisor.
 - Read daily announcements for detention location.
 - Students will bring work to do while in detention. Do not come in without something to do.

Any student who is assigned detention will have 1 week to fulfill their obligation. A copy of the detention notice will be mailed home after the student has been informed of the detention so that parents/guardians can help the students remember to take care of their obligations. After 1 week, the time will be moved to 1 day in-school suspension. Student involvement with extracurricular activities, after school employment, etc. will not be given special

consideration. Transportation issues may exist but when a student chooses to break a rule, the consequence is part of that choice. Therefore, these transportation issues cannot factor in to assigning student detention.

Teachers will assign before school detention for minor infractions in classes. This time is to be served with the teacher in their classroom in the mornings. If this time is not taken care of, an isolated lunch will be assigned for each 15 minutes assigned by the teacher. If a student neglects to do the before school time with the teacher or the isolated lunch time, they will be assigned an hour of detention time. We remind students to keep small problems from becoming larger ones by taking care of these responsibilities as they occur.

RULES GOVERNING IN-SCHOOL SUSPENSION

Students assigned ISS will be provided a list of rules and regulations upon their arrival. Basic information includes:

- Students will report each morning of the ISS assignment to the high school building and sign the office sign-out sheet prior to reporting to the ISS classroom at 7:55 a.m.
- All work assigned must be completed before a student is released from ISS even if this means extending the amount of time originally assigned to ISS. Work is completed for full credit.
- Even if all work is completed, this does not shorten the length of the ISS assignment.
- An assigned seat will be given upon arrival and the student will remain at that location throughout the time of the assignment. Textbooks will be left there rather than transported daily.
- Students who disrupt the order of the ISS classroom or are noncompliant in any way during the assignment will be put on out-of-school suspension for the remaining time and receive no credit for work.
- Students may not attend or participate in any school activities from the time the ISS assignment is issued until the first day of return to the regular school schedule.
- If a student is absent during a day assigned to ISS, that day will be made up upon the student's return to school.
- ISS will generally only be assigned once in a school year for similar violations by one student. If the ISS assignment does not modify the behavior and it is repeated, then an out-of-school suspension is warranted. The exception to this is truancy or minor incidents such as detention not served. In these cases, two ISS assignments per year can be given. ISS will also generally not be assigned more than twice in a given school year to the same student who chooses to violate different rules.

RULES GOVERNING OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is a serious issue. It removes a student from the educational process and this is not done without careful consideration. Some rules that apply in this situation include:

- Only 50% credit is given for work missed during an out-of-school suspension. It must be turned in to teachers the first day back.
- Students on an out-of-school suspension may not attend or participate in any school-related activities until the day they return to school. If a student comes on to school property during a suspension, they may have days added on or be charged with trespassing.
- Students will not be allowed on field trips for the remainder of the semester. If the suspension takes place with less than 4 weeks left in a semester, all losses will carry over to the next semester.
- In many cases, a re-entry conference with the student, parents/guardians, and administration will be required before the student returns to avoid future suspensions.
- Building administrators may issue up to a 10 consecutive day suspension. If a violation warrants a longer suspension, a letter requesting a long-term suspension will be sent to the Superintendent and Board of Education for further action.

To request work, the student, on the day the suspension is assigned, can request for homework to be gathered for the NEXT day. Homework may be picked up by someone, other than the suspended student, at the office between 1:00-4:00 p.m. the NEXT day. If work is requested and not picked up, or turned in, no work will be gathered if there are more suspensions within the school year.

RULES GOVERNING SATURDAY DETENTION

1. Students owing 3 hours are to report to Saturday School by 9:00 a.m.
2. Saturday School will be held every other Saturday alternating between the High School and the Middle School.
3. No food or drink allowed.
4. No sleeping or card playing.
5. Students will obey the faculty member in charge without question.
6. Any student who disrupts Saturday School will be assessed a one-day suspension per hour not completed successfully.

7. School service may be assigned at the determination of the Saturday School supervisor if the student requests it. Student should come prepared with work to do or something to read in case no school service is available or the supervisor does not wish to assign it.

Any student who is assigned Saturday School will be given one opportunity to serve it unless the absence has been prearranged with the administration by the student or parent. If a student neglects to serve the Saturday School assignment or arrives too late to complete the time, the time will be converted to 2 days ISS. Student involvement with extracurricular activities, employment, etc. will not be given special consideration.

SCHOOL BUS MISBEHAVIOR

Standards of behavior are at the same expected level on the bus as in the school building. Students are expected to follow the directions of the bus driver, just as they would the teacher in the classroom. Any offense committed by a student on a district-owned or contracted bus will be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

Student actions which take away from the safe and peaceful ride of the bus may include but are not limited to:

- Possession or use of water bottles.
- Cutting seats.
- Spitting tobacco.
- Fighting.
- Use of profane language.
- Damage to school bus in any form.
- Insubordination to bus driver.
- Out of assigned seat.
- Moving while the bus is in operation.
- Attempting to exit at an unapproved stop.
- Attempting to board a bus other than the assigned bus without office permission.
- Lighting matches or smoking on the bus.
- Throwing objects on, in, or out of the bus.
- Sticking head or hands out window.
- Possession of prohibited items that are outlined earlier in this student guide without school permission.

First Offense: Student will be issued a warning, in the form of a citation mailed to the parents, explaining the situation and what a second violation would mean.

Second Offense: Student will lose all bus riding privileges for up to five (5) full school days. Parents and guardians should recognize the serious nature of this matter and contact the high school administration immediately.

Third Offense: Student will lose all bus riding privileges for an extended time including up to the remainder of the school year.

Parents/guardians should recognize that riding a school bus is a privilege and this privilege can and will be taken away. Some violations may be considered serious enough to warrant immediate bus suspension without the benefit of a warning letter. When a student has been suspended from their bus, they are not allowed to ride ANY school bus to and from school.

LIBRARY MEDIA CENTER

Hours: 7:45 a.m. - 4:00 p.m.

(Time can be adjusted by appointment.)

LIBRARY BEHAVIOR

The Library is a school classroom/resource learning center. Appropriate classroom behavior is required of all students. Individual students and class groups will be expected to work, read, or study in a manner that is not disruptive to others in the Library.

LIBRARY PASSES

Student will use their student passport handbook when sent to the Library by their classroom teacher (including substitute teachers) or study hall supervisor.

OVERDUE NOTICES/LOST AND DAMAGED ITEMS

Overdue notices are issued as a courtesy. Failure to receive overdue notices does not negate the student's responsibility to return library materials. All fines need to be paid promptly. Lost library materials will be fined at the full replacement cost of the lost item(s).

COMPUTER LAB GUIDELINES

The computer lab is available for use by entire classes whose teachers have scheduled to use the lab by signing up on the calendar located in the lab.

Internet access is allowed in the lab only under the supervision of a classroom teacher. The library computers are available if the student has a valid signed lab permit explaining the assignment and a list of

specific Internet sites/WWW addresses to be accessed. Surfing is not allowed under the district's acceptable use policy.

The lab is a classroom; therefore, appropriate classroom behavior is expected at all times. **There can be no food or drink in the lab at any time.**

Failure to follow proper procedures for the use of the network, hardware, software, and any other computer services will result in loss of computer privileges. Be aware that a loss in computer use could result in lowered or failing grades in classes that require computer work.

All students must sign and return the technology agreement prior to using the Internet.

SPECIAL EDUCATION PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Montgomery County R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Montgomery County R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Montgomery County R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Montgomery County R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent or Director of Special Services.

This notice will be provided in native languages as appropriate.

504/TITLE II PUBLIC NOTICE

The Montgomery County R-II School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Montgomery County R-II School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Montgomery County R-II School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed during regular school hours on days school is in session in the Office of the Superintendent or Director of Special Services.

This notice will be provided in native languages as appropriate.

DIRECTORY INFORMATION

The Family Educational rights and Privacy Act (FERPA), a Federal law, requires that Montgomery County R-II, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Montgomery County R-II may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures to not release this information. The primary purpose of directory information is to allow Montgomery County R-II to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEA) receiving recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—**unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.**

If you do not want Montgomery County R-II to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Montgomery County R-II has designated the following information as directory information:

- Student's name.
- Parent's name.
- Address.
- Telephone listing.
- Enrollment status (full-time or part-time).
- Electronic mail address.
- Photograph.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Degrees, honors, and awards received. (cont.)

- Date and place of birth.
- Major field of study.
- Dates of attendance.
- Grade level.
- The most recent educational agency or institution attended.