

Statement of Student Responsibilities

All Students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the McDonald County R-1 School Board.

As a student at MCHS I have read the material in this student handbook and understand that I will be held responsible for following the rules and regulations contained within it.

Student

Student's signature

Date

Welcome to McDonald County High School

The Best High School in Southwest Missouri

McDonald County High School has maintained a tradition of academic excellence and outstanding co-curricular activities programs. Our job is to insure that these traditions continue and improve. Your responsibility is to fully take advantage of these opportunities without infringing on the rights of others. McDonald County High School provides you with a comprehensive academic program accompanied by a competent and concerned professional staff. Whenever people work together, it becomes essential that some operating rules be maintained.

Please study this handbook carefully in order for you to become well acquainted with the procedures and expectations for which you will be held accountable.

It is our hope that you have set high goals for yourself while attending school at McDonald County and truly take pride in yourself and your school.

Have a great year!

From: Administrators and staff at MCHS

Mission Statement

McDonald County R-1 Schools

“EVERY CHILD—EVERYDAY—WHATEVER IT TAKES”

McDonald County High School

Fight Song

Hail to McDonald High, Cheer them along the way.
Onward to victory, may we win again today,
We'll give a cheer for McDonald High,
Long may they reign supreme
Shout till the echoes ring
for the glory of our team.

Administration:
Angie Brewer - Principal
Kevin Burgi - Assistant
David Webber- Assistant

ATTENDANCE POLICY FOR MCDONALD COUNTY HIGH SCHOOL

STUDENT ENROLLMENT

A student must attend 10 days of school, from the date of enrollment, to become a certified student of McDonald County High School.

Eligible students may enroll in the virtual program as well by contacting the counseling office.

SCHOOL ATTENDANCE

The McDonald County High School is open from 8:00 a.m. until 4:00 p.m. The school is not responsible for students outside of those hours who are not participating in a school related activity. Students should arrive at school by 8:15 and be in class by 8:20 a.m. Students are not allowed to sit in their cars upon arrival at school. Students are not allowed in the gymnasium after school, unless appropriate supervision is provided by a member of the faculty. All students are expected to attend school regularly and be on time for classes in order to benefit from the instructional programs and to develop habits of punctuality, self-discipline and responsibility. All students unless they are participating in an afterschool practice, meeting, or tutoring must leave the building by 3:30 pm. Students must attend school according to Missouri Law Statutes Chapter 167 . Failure to educate your child is considered educational neglect.

CLASSROOM ATTENDANCE

Punctuality and consistency are a part of each student's training in school. When sickness or obligation to the student's family necessitates his/her absence, this should be explained to the office with a phone call from the parents. If the absence is not reported by phone, a note from the parents explaining the absence must accompany the student upon his/her return to school. All students should report to the attendance office to leave his/her note to enable the student to be placed on the excused absence list. **NOTES RECEIVED AFTER 48 HOURS WILL NOT BE ACCEPTED.**

I. Absenteeism

- A. When a student is absent, it is the student's responsibility to have his/her parent or guardian notify the attendance office as early as possible each day of the absence. The phone number of the attendance office is 845-3322. If there is not a telephone in the home, a note from the parent or guardian will be accepted upon returning to school. A note or call from a parent or guardian must come within 48 hours following the absence. Attendance will have a definite effect on scholastic achievement and recorded grades. Homework assignments may be requested through the counselor's office.
- B. Students are not to leave the campus for any reason without checking out through the office. Students who do leave class or the campus without first checking out will be counted as truant and the appropriate punishments will follow. Parents/guardians may check their student(s) out during the school day when they personally come into the attendance office to check out the student. Phone calls will be accepted only if an emergency exists. This must be followed by a parent/guardian clarification with the assistant-principal. A

parent/guardian may designate a responsible person to pick up their student when prior arrangements are made with the attendance office.

- C. When parents come to pick up a student, they should report directly to the attendance office and a “Permit to Leave Building” will be sent to the student. Parents/Guardians should limit this activity only to appointments that cannot be scheduled before or after school. Permits are not issued for lunch breaks unless a student’s diet is altered by a doctor.

II. Attendance definitions

- A. Truancy - includes but is not limited to the following:

- being absent and neither the parents nor the school officials know of the student’s whereabouts
- absence is not condoned by the parents nor the school officials
- leaving campus, after once arriving without the prior consent of the parent and a permit to leave building
- leaving class without permission
- erroneous phone calls or written notes to have oneself dismissed from school or class
- “walk-outs” and/or “skip days”
- not being where one is supposed to be on campus
- other fraudulent absences or attempts to be absent from school not covered in this definition

- B. Suspensions - Not being in assigned classes due to having been denied attendance for a specified period as a result of unacceptable student behavior.

III. Absences shall not exceed nine (9) for the semester whether excused or unexcused.

- A. A student that accumulates nine (9) absences in any block during the semester may not receive credit for that course.

- B. There will be no exempted absences unless the student is a senior and is taking a college day. In which case, the student must make arrangements through the counselor’s office for the college visit and must present proof of the visit from the college upon returning to school. Gold and silver days are also exempted. If a student is exempt from finals, that day may be exempted as well.

- C. The attendance office will make a conscientious effort to contact those parents who do not contact the school on each absence.

- D. Students that exceed 9 absences may be referred to the prosecuting attorney for educational neglect.

- E. Students will be allowed to make up work and tests from excused absences. Students will be given the number of days absent plus one to complete all make-up work.

IV. A student may be given the opportunity to make up work if one of the following is a reason for the absence:

- A. illness of a student
- B. serious illness or emergency in the immediate family
- C. professional appointments which cannot be scheduled outside the school day
- D. funerals

- E. court appearances
 - F. family trips with prior notification and approval
 - G. other absences that have approval of the attendance committee.
- V. The following policy and procedures apply to all students:
 - A. Parents will be notified after the third (3) absence.
 - B. Parents will be notified in writing after the 4th and 6th absences.
 - C. Following the ninth (9) absence, parent(s) and the student will be required to meet with the Attendance Review Committee.
 - D. Students who feel they have extenuating circumstances relating to excessive absences must remain in class and appeal the excessive absences to the Attendance Review Committee.
 - E. Upon the 10th absence students will be referred to the Juvenile office.
- VI. The Attendance Review Committee may decide to do the following:
 - A. extend the absence limit, if the cause is for medical or extenuating personal reasons
 - B. place the student on probation
 - 1. This action will include signing an attendance contract with the parent(s)/guardian and the student. This contract will be effective for the remaining days of the current semester.
 - C. refer to Truancy Court
- VII. The Attendance Review Committee shall consist of:
 - A. At-Risk Principal
 - B. Seminar Teacher
 - C. Designated Teacher
 - D. appropriate School Counselor
 - E. Parent Liaison
 - F. Case Manager when applicable
 - G. SRO
 - H. Appeals of the decision of the committee will be directed to the high school Principal within two (2) school days.
- VIII. Attendance Incentives – Teachers may choose incentives including the following:
 - A. drop the lowest test grade
 - B. include attendance/participation as part of the class grade
 - C. Students with perfect attendance each semester will be awarded an extra entry to the Gold and Silver assembly
- IX. Tardy Policy
 - A. A student will be counted tardy if he/she is not in the classroom when the bell rings.
 - B. If a student arrives after 8:20 am, the student shall report directly to class and the teacher will follow the tardiness procedure. If a student is more than 10 minutes late to 1st hour he/she will be counted absent unless the student reports to the attendance secretary and the assistant principal's office excuses the tardy.
 - C. If a student has been detained in the office or by a teacher, the student should ask for a note from the person who detained him/her before going to class. If after 5 minutes that student will have to check in through the office.

- D. Each student will be issued a tardy card at the beginning of the semester. The card may be punched by a teacher 5 times a semester without consequence.
- E. The sixth unexcused tardy will result in one day of ISS.
- F. The seventh unexcused tardy will result in 3 days of ISS.
- G. The eighth unexcused tardy will result in one day of out-of-school suspension.
- H. If a student does not have a tardy card it will be treated as a 6th tardy
- I. There will be no corporal punishment for tardies.

HALL TRAFFIC

Five (5) minutes are scheduled for passing from one class to another. This is sufficient time for all students to get from class to class, regardless of where the classes are located. Students should keep to the right, keep moving and be courteous to other students as they move through the hallways.

Students are not to be in the hallway during class time unless they have a “hall pass” issued by the classroom teacher. Students should not expect to leave class to get a drink or go to their locker, as these things are to be taken care of during the time between classes. Restroom breaks will be given at the teacher’s discretion.

DISMISSAL FROM CLASSES

Inappropriate behavior in classes will not be tolerated as it interferes with the normal educational process of all students in the classroom. Misbehavior of a severe nature or repeated misbehavior of a less severe nature may result in the student being dismissed from the class. Students who are dismissed from class are to report directly to the assistant principal’s office.

VEHICLE REGULATIONS

- I. Vehicle registration
 - A. Seniors will be given assigned, numbered parking spots next to the Performing Arts Center building
 - B. Juniors—Freshmen may park in assigned numbered spaces. .
 - C. If a student parks illegally, a series of fines will be imposed:
 - 1. 1ST offense \$ 5.00
 - 2. 2nd offense \$10.00
 - 3. 3rd offense \$15.00 + loss of driving privileges for 1 week
 - 4. 4th offense permanent loss of driving privileges
- II. Parking
 - A. Seniors who drive their vehicles to school will be issued spaces in the parking lot northwest of the gymnasium.
 - B. Students are not allowed to park vehicles at the Ag. or Carpentry building without prior approval from administration or classroom teachers.
 - C. Upon arrival to school, the student will park his/her vehicle and leave it until the end of the day. Students are not allowed to eat lunch or hang out in the parked cars during the school day.
 - D. Students cannot go to the parking lot during school hours without an approved work permit or other signed permission by an administrator.
- III. Crowder students
 - A. CROWDER STUDENTS MUST RIDE THE CROWDER BUS unless the student has obtained a driving permit from Crowder College along with approval from the administration at McDonald County High School.

- B. If a student drives without prior approval, the 1st offense will be a warning, 2nd offense is one day of ISS, 3rd offense is 3 days ISS, 4th is removal from program.

IV. Violations

- A. Reckless driving, which includes speeding or possible harmful actions, is a violation of the vehicle regulations.
- B. Violation of any vehicle regulation will result in loss of parking privilege and the vehicle will be banned from campus.
 - 1. 1st offense - one week banned
 - 2. 2nd offense - four weeks banned
 - 3. 3rd offense - nine weeks banned
- C. Illegally parked cars will be towed at the owner's expense.

V. Seat Belt Policy

- A. Students who are driving or riding as a passenger in a vehicle with a parking permit must wear a seat belt when arriving at or leaving school while on school property.
- B. Students who violate this policy will face the following penalties:
 - 1st Offense: Verbal Warning
 - 2nd Offense: Written warning documented and letter sent to student's home.
 - 3rd Offense: Letter sent home with reminder of consequences of further violations.
 - 4th Offense: Two-week suspension of parking privileges.
 - 5th Offense: Parking permit will be suspended for the school year.

STUDENT EXPECTATION REGARDING PRIVACY

Administrators and school personnel shall have access to school lockers and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities, as well as vehicles parked on school property may be opened and examined by school officials at any time.

Law Enforcement officials may also use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus including the parking lot. Law Enforcement may require a student to submit a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

STUDENT RECORDS AND RIGHT TO PRIVACY

Parents or legal guardians of students have the right to examine the permanent record of the student, have those records explained, secure a copy, and challenge the contents. Generally, a student's records may not be released to any agency or individual outside the school system without the permission of the parent or legal guardian. Students acquire all rights afforded parents at the age of 18 or attending an institution of post-secondary education.

School districts are required by law to disclose names and addresses of students to branches of the military. Many colleges also request this information. If you do not wish this information to be made available, a written request must be submitted to the building principal prior to September 30 of each school year.

RIGHTS OF PARENTS UNDER PPRA

PPRA (20 U.S.C. § 1232h, 34 CFR Part 98) affords parents of students certain rights regarding, among other things, participation in surveys, the collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to be given notice and give consent before students participate in surveys and the right to opt out of surveys and data collection. For more information parents or students may visit this site:

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-0379.PPRA_508_0.pdf

HEALTH OFFICE

STUDENTS WHO HAVE PRESCRIPTION OR OVER THE COUNTER MEDICATIONS MUST CHECK THOSE IN TO THE NURSES OFFICE. NO MEDICATIONS ARE TO BE CARRIED ON YOUR PERSON WHILE AT THE HIGH SCHOOL. THE HEALTH OFFICE WILL PROVIDE VACCINE INFORMATION TO STUDENTS CONCERNING REQUIRED VACCINATIONS FOR SCHOOL. WHEN POSSIBLE THE HEALTH OFFICE WILL HOLD CLINICS TO PROVIDE THOSE WITH PARENT PERMISSION. THE HEALTH OFFICE IS HERE TO SERVE STUDENTS AND FAMILIES. PLEASE LET THEM KNOW IF YOUR CHILD NEEDS ASSISTANCE.

SUICIDE

SUICIDE IS A LEADING CAUSE OF DEATH IN YOUNG PEOPLE. THE SCHOOL DISTRICT IS COMMITTED TO TAKING ANY AND ALL ACTIONS TO PREVENT SUICIDE IN OUR POPULATION. THE DISTRICT POLICY IS LINKED HERE:

<https://docs.google.com/document/d/1UTLEDIn0LXfGZSEFPxOoSh930OR8mkTYJ8uFIze-e4E/edit?usp=sharing>

VISITORS

Any visitor entering the building must check in through the Principal's office. He/she may leave messages in the office or ask to have a student brought to the office if a legitimate need exists. Visitors should not visit at lunch or attend classes with a student.

LOCKERS

Each student will be offered a locker. Periodic inspections will be made to see that the locker is kept neat and orderly. Students should use only the locker assigned to them and keep it locked at all times. All personal items and books, when not in use, are to be kept in the locker. Students are not to tamper with other lockers or give their combination to other students. This is important to protect students' personal articles. Any books taken from a student's locker are the responsibility of the student. Keep lockers locked! School officials shall have access to lockers at all times.

ASSEMBLIES

Assemblies are presented during the year for the benefit of the student body. In keeping with good high school spirit, the following rules will be observed:

- A. Students will sit in groups as designated by the teacher or principal. The staff member assigned to the group/class will sit in the stands with the students to help supervise.
- B. All students will enter the auditorium/gymnasium promptly and be seated quietly. Students will refrain from unnecessary noise throughout the assembly.
- C. Hand clapping is the only acceptable form of applause.
- D. Assemblies are learning experiences as well as entertainment. Courtesy and proper conduct must be maintained at all times. Failure to act properly may result in loss of assembly privileges.

EMERGENCY SITUATIONS

McDonald County R-I School District has made many preparations to deal effectively with emergency situations that could occur in or around the school, both during the school day and during after hours activities. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff, and guests from harm.

In order for our emergency response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire departments. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the following procedures:

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications.
2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.
3. Check your radio or television's local stations for emergency announcements and status reports. You also will receive instructions on where you should go and how/when you may be able to pick up your children. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child. When arriving to pick up your children, please make sure that you have with you your driver's license or government issued picture identification.
4. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. You will be notified of this through the media bulletins.
5. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
6. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.

7. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
8. When your child is at home following an emergency, try to keep your child away from news being broadcast over the various media. Have an emergency plan at home (see the Ready In 3 materials, www.dhss.mo.gov). Decide on a telephone number to call outside our community or a place to rendezvous if separated. Keep a “disaster supplies kit” containing drinking water, nonperishable food, batteries, flashlight, radio, medication, toothbrushes, etc. (www.redcross.org).

If you have any questions about this notice or other aspects of our safety procedures, please contact Bob Campbell at 417-845-3321.

STUDENT DISCIPLINE

DRESS CODE

- I. All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. Students are expected to keep themselves well-groomed and neatly dressed at all times. The school believes that when girls dress to look like young ladies and boys as young gentlemen, their total behavior, respect for each other, and educational achievement will be more acceptable to all concerned. Dress and appearance must not present health or safety hazards, or be indecent, disruptive, or inappropriate for the classroom. Final decision as to the appropriateness of wearing apparel will be at the discretion of the principals.
 - A. Clothing that advertise or promote the use of drugs or alcohol, or clothing, belts, jewelry or accessories that advertise tobacco, improper language, sex, vulgarity or double messaging slogans.
 - B. Clothing with symbolism of gang affiliation or those reflecting gang activity are not permitted
 - C. Muscle shirts, pajamas/pajama type attire or blankets are not appropriate school attire.
 - D. LENGTH OF ALL ATTIRE: All attire (walking shorts and/or skirts) must be of appropriate length. (Defined as at or about the finger tips and/or mid thigh).
 - E. All holes or tears in pants/shorts shall not be any higher than fingertips or mid thigh.
 - F. Yoga pants, spandex, tights, or leggings are to be worn ONLY if sufficiently covered by another layer of clothing and that layer of clothing reaches fingertip or mid thigh length.
 - G. Fishnet hose are not allowed to be worn to school.
 - H. Costumes are not to be worn unless it is a designated dress up day.
 - I. Halter tops, spaghetti straps, transparent blouses/shirts including mesh, lingerie or lingerie look outer attire, backless apparel, beach wear; clothing that exposes bare midriff, low cut blouses that reveal cleavage, or other items that do not conform to acceptable standards of modesty and good taste are not acceptable.
 - J. Undergarments are not to be visible while walking, sitting, or standing.
 - K. Sunglasses, jacket hoods and bandanas may not be worn in the building.

- L. Students are not allowed to wear clothing that sags below the waist. Students who violate this will be asked to wear a belt or a zip tie if a belt is not available.
 - M. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
 - N. Proper footwear (no spikes on footwear or wheels) must be worn at all times for health and safety reasons.
 - O. No student shall be in possession of a chain(s) longer than six (6) inches or spiked bracelets/necklaces while on school property, which includes school buses and school sponsored activities.
- II. Any decision concerning questionable dress will be made by the administration.
- III. Violations
- A. Any student violating the stated dress code will be required to change clothes or given a cover up article of clothing to wear, and be assigned the appropriate discipline as outlined by the discipline code.
- IV. When in doubt, dress “up” or consult the principal.

BEHAVIOR OF STUDENTS

Students are responsible for conducting themselves in a manner that is orderly, respectful, and attentive to the rights of others. It is the responsibility of both the home and the school to teach and the responsibility of the student to learn.

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the school or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent. The superintendent may suspend a student for up to 180 days; however, expulsion of students is a function of the school board only.

WEAPONS IN SCHOOL

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds,

parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

GUIDELINES FOR STUDENT BEHAVIOR

- I. The following guidelines should help ensure proper respect for others and, consequently, a better learning environment.
 - A. Quiet and order - An atmosphere of calm is essential to learning; quiet voices, gentle handling of books, chairs and tables.
 - B. Care of school property - Students are responsible for proper care of school-issued technology, books, supplies, and furniture as well as the building itself. Students will be required to pay for school property they damage or destroy and will also be subject to disciplinary action.
 - C. Being prompt for class - Includes not only being in the classroom on time, but also being equipped with books, paper, writing instruments and other necessary materials essential to class participation.
 - D. Conduct - Students are expected to conduct themselves as ladies and gentlemen at all times while at school or at school sponsored activities.
 - E. Cell Phone/Personal Device Policy
Personal electronic devices must remain off or on silent mode during instructional time unless directed by their teacher for instructional purposes. Cell phones will be stored in locking pouches provided by the school

during instructional time unless otherwise directed by school staff. Students may use these devices ONLY during non-instructional time (before school, passing times, lunch and after school). Failure to adhere to this policy will result in the consequences listed in the Student Conduct section under Disruptive Speech or Conduct of the handbook.

*****McDonald County High School Staff and/or the McDonald County R-1 School District are not responsible for lost, damaged or stolen items.*****

- F. Emergencies - Students should ask to be dismissed from class only in an emergency. Students may go only to the designated area for which the teacher gave permission. Students who go to areas beyond those authorized by the teacher will be considered truant from class.
- G. Conflicts - Confrontations between students should be handled in a positive manner. Physical fighting or verbal abuse will not be tolerated. Students who believe they have a conflict with another student or the conflict may lead to a confrontation with another student should see a principal or counselor in an effort to obtain a safe and positive way to deal with the issue. Fighting on school property or at school sponsored activities WILL NOT be tolerated. Severe disciplinary penalties will be given for such actions.
- H. Stealing - Such acts are not only against school policy, but also against the law. Intervention by law enforcement officers is one way of dealing with such offenses. Students are encouraged to use the lock on their lockers to ensure the safety of their books and belongings.
- I. Profanity - Is not acceptable at any time.
- J. Selling - Students are not permitted to sell any item at school without the principal's approval.
- K. Prohibited items - Students are not allowed to have in their possession;
 - 1. skateboards
 - 2. laser lights
 - 3. ammunition
 - 4. fireworks
 - 5. knives
 - 6. lighters
 - 7. potentially dangerous objects or items
 - 8. any type of real or toy gun
 - 9. chains
 - 10. drugs, alcohol or tobacco products of any kind
 - 11. all music instruments are prohibited unless stored in the band room
- L. Closed campus - McDonald County High School has a closed campus. Students may NOT leave campus after their arrival. Students who drive are to park their cars and get out at once and enter the building. Students may NOT return to the parking lot without permission from the administration.
- M. Lunch - Because McDonald County High School has a closed campus, students are not allowed to leave campus at noon to eat lunch or to run errands. The only way a student may leave campus at noon is by obtaining permission from the principal in advance. Parents need to make this request only when situations are very important. Food cannot be catered to the students unless prior arrangements have been made with the principal. Food may be dropped off in the office for students to pick up on the table in

the foyer. Student lunch balances are expected to be paid on time. Charging will not be allowed on student accounts. Past due balances will result in a hold being placed on the student graduation account.

- N. All Food including pop and snacks should be consumed in the cafeteria area. Exceptions to this will be granted for school-issued food items and classroom celebrations with prior administrator approval.
- O. Visitors - McDonald County High School has a closed campus, therefore friends may not come on campus to visit. This includes the parking lot before or after school. This is in an effort to provide a safe environment for our students as well as staff.
- P. Honesty - Students who do not tell the truth about their involvement in disciplinary incidents risk additional disciplinary penalties.
- Q. Extreme display of affection - "Hands on Activity" no kissing or inappropriate touching.
- R. Hazing - McDonald County High School prohibits hazing by any student organization or person associated with any organization.
- S. Persistent offenders - Without limiting the foregoing acts, any persistent violations of regulations of duly constituted school authority, and any conduct on school property or at school functions, or violations of the generally accepted moral standards of the community, may result in suspension or expulsion.

II. Cooperation with school personnel

- A. Students must obey the lawful instruction of school district personnel.
- B. REFUSAL TO IDENTIFY SELF - All persons must upon request, promptly identify themselves to proper school authorities while on school grounds or at school sponsored activities. Students off school grounds during the school day must identify themselves to school officials upon request. ISS or suspension from school will be used for violations.
- C. SCHOOL BUS BEHAVIOR - Permission for any student to ride a bus is conditioned on his/her observance of the safety and behavior code for bus riders. Any student who violates any of these regulations can be denied permission to ride the bus. ISS or denial of bus riding privileges will ultimately follow.
- D. OFF CAMPUS EVENTS - Students at school sponsored off-campus events shall be governed by school district rules and regulations and subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in appropriate disciplinary action being taken.

III. Tutoring Policy

Tutoring sessions will be offered before and after school each day. A parent may request tutoring through the Counselors' Office or the Principal's Office and a tutor will be assigned. Students with low or failing grades will be strongly encouraged to take advantage of this opportunity. Students failing multiple classes will be strongly encouraged to take a Mustang Tutoring class during the school day that will take the place of an elective. Zero hour classes may be assigned to failing students or students who fall behind in earning credits.

STUDENT CONDUCT

This is a list of steps for various discipline problems. These may change if the principal or assistant-principal indicates a more or less severe punishment would be appropriate. All areas are not covered herein so parents and students should be advised that a serious discipline problem will be dealt with immediately. Cases will be dealt with on an individual basis with regard to frequency and severity of violations. Punishment will be progressive should problems persist. A parent conference may be required for re-admission to school following any out-of-school suspension.

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others and to ensure the orderly operation of district students. 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 certain disciplinary action. 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.

ACADEMIC DISHONESTY

Cheating, plagiarism, or other forms of academic dishonesty will not be tolerated. First offense will result in office referral and an alternate assignment being given. Subsequent offenses will result in office referral, loss of credit, ISS, OSS or other disciplinary actions deemed appropriate by administration.

I. Arson

- A. Starting a fire or causing an explosion with the intention to damage property or buildings.
- B. First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- C. Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

II. Assault

- A. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; recklessly engaging in conduct that creates a grave risk or death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.
 - 1. First Offense: 10-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in student's discipline record
 - 2. Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in the student's discipline record.
- B. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing bodily injury to another person, or any other act that constitutes assault in the first or second degree.

1. First Offense: Expulsion, notification to law enforcement officials, and documentation in the student's discipline record.
- III. Bullying/ Cyber Bullying (see Board policy JFCF)—
- A. Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying/ Cyber Bullying includes but is not limited to: texting, imaging, internet messaging, verbal taunts, name-calling and put-downs, threats, physical violence, extortion or theft, damaging property, and exclusion from a peer group.
 1. First Offense: In-school suspension, or 1-180 days out-of-school suspension.
 2. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
- IV. Bus Misconduct
- A. Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school.
 - B. In addition, bus riding privileges may be suspended or revoked.
- V. Disparaging or Demeaning Language
- A. Use of words or actions (verbal, written or symbolic) meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.
 - B. First Offense: Principal/Student conference, in-school suspension, detention after school or 1-10 days out-of-school suspension.
 - C. Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- VI. Disrespectful Conduct or Speech
- A. Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.
 - B. First Offense: Principal/Student conference, in-school suspension, detention after school or 1-10 days out-of-school suspension.
 - C. Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- VII. Disruptive Speech or Conduct
- A. Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.
 - B. First Offense: Principal/student conference, corporal punishment, in-school suspension, detention after school or 1-10 days out-of-school suspension.
 - C. Subsequent Offense: In-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.
- VIII. Drugs/Alcohol
- A. Possession of and/or being under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug related paraphernalia while in attendance. This includes CBD and medical marijuana.

1. First Offense: 10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.
 2. Subsequent Offense: 10 days out-of-school suspension, referral to the superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.
- B. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.
1. First Offense: 10 days out-of-school suspension, referral to the superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

IX. Vaping Devices/Electronic Cigarettes

- A. Possession, use or distribution of vaping devices and/or related paraphernalia on district property, district transportation or at any district activity.
- B. First offense: Assigned vaping cessation classes to be completed during 3 days of ISS.
- C. Second offense: 3 Days out of school suspension---SRO notified
- D. Third offense: Five days out of school suspension SRO notified

IX. Extortion

- A. Threatening or intimidating any student for the purpose of obtaining money or anything of value.
- B. First Offense: Principal/student conference, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- C. Subsequent Offense: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

X. Failure to Care for or Return District Property

- A. Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.
- B. First Offense: Restitution – Principal/Student conference, detention, or in-school suspension.
- C. Subsequent Offense: Restitution – Detention or in-school detention.

XI. False Alarms

- A. Tampering with emergency equipment, setting off false alarms, making false reports.
- B. First Offense: Principal/student conference, in-school suspension, detention after school, 1-180 days out-of-school suspension or expulsion, and documentation in the student's discipline record.
- C. Subsequent Offense: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

XII. Fighting

- A. Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- B. First Offense: Principal/student conference, out-of-school suspension, and documentation in student's discipline record.
- C. Subsequent Offense: 3-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

XIII. Food Fights

- A. First Offense: 1-10 days of In-school suspension

- B. Subsequent Offense: 5 days out-of-school suspension
- XIV. Public Display of Affection
 - A. Any physical contact that is inappropriate for the school setting which can include hugging.
 - B. First Offense: Principal/student conference, parents notified, 1-10 days of In-School Suspension, detention after school, 1-180 days out-of-school suspension, and documentation in student's discipline record.
 - C. Subsequent Offense: 3-180 days In-school suspension, out-of-school suspension or expulsion, and documentation in student's discipline record.
- XV. Sexual Harassment (see Board Policy JBA)
 - A. Use of Verbal, written or symbolic language that is sexually harassing.
 - 1. First Offense: Principal/student conference, in-school suspension, detention after school, 1-180 days out-of-school suspension, or expulsion, and documentation in the student's discipline record.
 - 2. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
 - B. Physical contact that is sexually harassing.
 - 1. First Offense: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
 - 2. Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- XVI. Technology Misconduct (see Board policy EHB and procedure EHB-AP)
 - A. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses", "hacking" tools, or other disruptive/ destructive programs onto or using district technology; or to evade or disable a filtering/ blocking device.
 - 1. First Offense: Restitution, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - 2. Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
 - B. Violation other than those listed in "a" of Board policy EHB and procedure EHB-AP.
 - 1. Restitution. Principal/ Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - 2. Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Theft

- A. Theft, attempted theft or willful possession of stolen property.
- B. First Offense: Restitution and/or in-school suspension or 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.
- C. Subsequent Offense: Restitution and 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

- XVII. Tobacco
- A. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.
 - B. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.
 - C. First Offense: Citation issued. Principal/student conference, corporal punishment, in-school suspension or out-of-school suspension.
 - D. Subsequent Offense: Citation issued. 1-10 days out-of-school suspension.
- XVIII. Truancy
- A. Absence from school without the knowledge and consent of parent(s)/guardian(s) and/or the school administration.
 - B. First Offense: Principal/student conference, 1 day in-school suspension.
 - C. Second Offense: 3 days in-school suspension or corporal punishment.
 - D. Subsequent Offense: 3-10 days out-of-school suspension or corporal punishment.
- XX. Vandalism
- A. Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or the students.
 - B. First Offense: Restitution, in-school suspension, detention after school, 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.
 - C. Subsequent Offense: Restitution, 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- XXI. Threat Against Public Safety
- A. Verbal or written threat to any person or group of persons. This includes but will not be limited to threats made via social media.
 - B. First Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
 - C. Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.
- XXII. Any offense that constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

**EXPLANATION OF CONSEQUENCES OF FAILURE TO OBEY
STANDARDS**

- I. In-class discipline: Disciplinary action imposed by the teacher/supervisor appropriate to the offense which can include any of the following warning, seating reassignment, in-class isolation, withholding of class privileges, contact

with other students, temporary removal from the class (area), parental conference, referral to counselor, principal, or appropriate school official.

- II. Corporal Punishment: Application of paddle to the buttocks of the student.
- III. Restitution Making: Restitution for loss or damage caused.
- IV. Loss of Privileges: Denial of privilege or eligibility relating to the violation including pupil transportation.
- V. After School Detention/ Zero hour course: Assignment to a designated area outside the school day for a specified time not to exceed 10 clock hours over a 20 day period. Failure to report to detention will result in out-of-school suspension. Zero hour is held before school each day beginning at 7:25 and ending at 8:15.
- VI. **Suspension** - School Bus: Denial of bus-riding privilege for a specified period of time.
- VII. **Suspension/In-School Suspension**: Assignment to an area isolated from other students during the school day in a structured study environment. Assignments are to be completed and turned in. Students will only be placed into ISS for a total of 8 days per semester. Suspension will occur after these guidelines are met.

A. ISS Rules and Regulations

Once assigned to ISS, students will report promptly at 8:20 a.m. each day and remain until the bell rings at 3:05 p.m.

- 1. Students must bring all materials that he/she may need to assist them in completing assignments, i.e., paper, pencils and pen, books, etc. These items will not be furnished and students may not talk to another student to ask for supplies. Failure to do so may result in an additional day of ISS.
- 2. Talking, looking around, or sleeping will not be tolerated. Failure to comply will result in additional days or suspension from school.
- 3. Students are not allowed to leave ISS until all assignments are completed. If students complete all assignments and still have time remaining, the ISS Supervisor will obtain and supply them with additional work. Students will not be allowed to write personal letters or notes. If they do, it will be confiscated and turned over to the assistant principal for further disciplinary action.
- 4. Students do not have the right to refuse to do work assigned by teachers or the ISS Supervisor. Failure to comply will result in additional days or suspension.
- 5. No candy, gum, drinks, or other forms of eating will be allowed in the ISS room except at lunchtime. Lunch will be at 11:20, at which time students will be allowed to go to the cafeteria to pick up a lunch tray and bring it back to the ISS room to eat. The student will clean up any and all drinks or food spills. Failure to comply will result in suspension from school.
- 6. Bathroom breaks will only be allowed at mid-morning and mid-afternoon. At no other time will students be allowed to leave the ISS room.
- 7. All work materials and/or personal items must be removed from the ISS room each day and brought back the next morning. Nothing is to be left in the room overnight.

8. Students may not obtain a permit to leave the building or place any phone calls. Students will not be allowed to participate in any school activities or programs, or attend assemblies while in ISS.
 9. Students are not to write, scar or otherwise deface the ISS room or its contents.
 10. In most instances, if any of the above listed rules are broken, students will be suspended from school for the remainder of the assigned days.
 11. No backpacks are allowed in the ISS room.
- VIII. **Suspension/Out-of-School:** Removal from school for a set period of time up to 10 days by the principal or assistant-principal and up to 180 days by the superintendent.
- A. Students that are serving an out of school suspension and/or have unexcused absences will be provided an educational plan. Students will receive no greater than a 60% credit for work missed.
 - B. Suspended students cannot attend any school sponsored activity nor be on any school property while serving the suspension.
 - C. Students who are serving long term (greater than 10 day) suspensions will be referred for counseling services. Attending these appointments is an expectation for school re-entry.
- IX. **Expulsion:** Removal from school permanently or for an indeterminate period of time.
- X. **Saturday School:** Students may be assigned to Saturday School for various reasons.
- A. The student must get assignments from each teacher to work each Saturday he or she is assigned.
 - B. Students found sleeping during duty will be assigned another Saturday School.
 - C. Students who are tardy on an assigned Saturday will be assigned another Saturday School. If a student is tardy two Saturdays in a row, he/she will be suspended.
 - D. Punishment for missing Saturday School is as follows:
 1. First Offense: 1 day out-of-school suspension
 2. Second Offense: 2 days out-of-school suspension
 3. Third Offense: And each subsequent offense will result in 3 days out-of- school suspension.

MULTIPLE OFFENSES

If a student commits multiple violations of any provision of this policy as part of the same course of conduct, or violates multiple provisions of this policy as part of the same course of conduct, and if the policy provision or provisions violated include a maximum penalty of ten or more days out-of-school suspension, the maximum penalty for such multiple, or violations of multiple provisions may be expulsion.

PERSISTENT OFFENDERS

If any student who commits an offense under this policy with a maximum penalty of ten or more days out-of-school suspension has been suspended out-of-school for any period during the previous six (6) months, disregarding semester breaks or periods between school years, then the maximum penalty for such offense may be increased to expulsion.

UNLISTED OFFENSES

Any act or behavior by a student for which a specific penalty is not listed and which constitutes conduct which is prejudicial to good order in the schools or which tends to impair the moral of students as described in Sections 167.161, RSMo, shall be subject to punishment by out-of-school suspension of up to 180 days, or expulsion. Punishment and consequences may carry over from one year to the next.

WEATHER INFORMATION

At certain times due to weather conditions or other factors, it is advisable that school not be held. If such should occur, the information will be given on KOAM-TV, Channel 7, KSN-TV, Channel 16, and KODE-TV, Channel 12, at the earliest possible time. A call will also be issued to a student's primary number listed in our database. School closings and weather updates will also be available on the MCHS Facebook page.

EMERGENCY CLOSINGS SCHOOL CANCELLATION

1. Should it become necessary to close any or all of the schools of the district by reason of weather or other emergencies, the superintendent may order the closing of any school so affected. Notification of such closings will be given to the staff, students, and public under a plan of notification developed by the superintendent and approved by the Board of Education. Using the district's automated school messaging system, parents who have provided the district with their phone number will be notified of any school cancellation.

2. The superintendent will also have the authority to delay the opening of any or all schools by one (1) hour or to dismiss them early because of weather conditions and other emergencies. Parents who are not normally home during the school day must notify the school in writing to advise where their child(ren) are to be sent during an early closing.

3. The superintendent encourages the families to watch local television stations for notification of school closings due to inclement weather. The information will be given on KOAM-TV (Channel 7), KSN-TV (Channel 16), KODE-TV (Channel 12).

4. If school is canceled, **all** K-8 activities and/or functions will be canceled. Events may also be canceled if the weather forecast or bad weather conditions seem imminent.

FIRE DRILL

At different times during the school year, the fire alarm is sounded. The alarm will be a continuous siren broadcasted by the fire alarm system. Each classroom is given a type-written instruction concerning what to do in case of fire.

TORNADO DRILL

At different times during the school year, the tornado drill will sound as a European Siren on the bell system. Classroom teachers will give you necessary instructions and evacuation information.

EARTHQUAKE DRILL

In the event of an earthquake drill (or earthquake) students should immediately:

- Drop to the ground (before the earthquake drops you!),
- Take Cover by getting under a sturdy desk or table, and
- Hold On to it until the shaking stops

If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Do not try to run to another room just to get under a table.

The main point is to not try to move but to immediately protect yourself as best as possible where you are. Earthquakes occur without any warning and may be so violent that you cannot run or crawl; you therefore will most likely be knocked to the ground where you happen to be. You will never know if the initial jolt will turn out to be start of the big one. You should Drop, Cover, and Hold On immediately!

Upon official notice, evacuation routes are the same as fire drill evacuation routes.

CAFETERIA SERVICES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dish washing area.
3. Leaving the tables and floors around your place in a clean condition.
4. NO food is to be brought into the building during lunch, unless the student obtains prior approval from the administration on the day before.
5. Students will be expected to sit in chairs in the cafeteria area. No students will eat lunch sitting on the floor.
- 6.. Failure to obey rules of the cafeteria, or failure to act in a proper manner, will result in the student being sent to another room to eat his/her lunch.

DISTRIBUTION OF MATERIALS

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the McDonald County R-1 Administrative Office. All materials must first be approved by the Superintendent of Schools.

GUIDANCE AND COUNSELING

Michael Shaddox: Counselor
Courtnei Smith : Counselor
Huston Brady: Counselor
Joseph Beachner: College and Career
Connie Martin: Secretary

The guidance and counseling program provides services to students, teachers, parents and community members. The guidance and counseling department is an informational center for the entire school district. Students and parents are encouraged to take advantage of the guidance program for their own benefit.

The guidance and counseling program is intended to be an integral part of the school's total educational program. It is developmental by design and includes

activities organized and implemented by certified professional school counselors with the support of teachers, administrators, students and parents. The guidance and counseling program includes:

- A. Guidance curriculum which utilizes classroom and group activities to provide students with knowledge of normal growth and development and to promote positive mental health and to assist in the development of life skills.
- B. Individual planning activities, which help students manage their own learning as well as their personal and career development. Students will evaluate their educational, occupational and personal goals and plans through individual and group activities. Information regarding critical shortage job shortage areas will be provided to students each year prior to November 1 as a part of the counseling program.
- C. Responsive service activities include individual counseling, support group counseling, and consultation with parents, teachers and related community resources.
- D. System support is management of the total guidance program. Activities include professional development, research and evaluation, use of an advisory committee and program planning.
- E. Class Changes – There will be NO class changes after the second week of the semester. In addition, no class will be dropped after the second week of the semester without the student receiving an “F” in that class.

ACT TESTING DATES

The ACT is a required test for admission to most colleges in the Midwest. ACT registration and practice tests are available online at ACTStudent.org
The test dates and deadline dates are listed below:

Test Date	Registration Deadline	(Late Fee Required)
September 10, 2022	August 9	August 19
October 22, 2022	September 16	September 30
December 10, 2022	November 4	November 11

February 11, 2022	January 6	January 6
April 15, 2022	March 10	March 24
Jun 10, 2022	May 5	May 8 - May 21
Jul 22, 2022	June 16	June 19 - June 25

SAT TESTING

The SAT I and SAT II are college entrance tests used by many Eastern colleges as well as some private colleges and universities. It is open to juniors and seniors. More information and application packets are available in the counselor's office.

A+ PROGRAM

Graduates who successfully complete the requirements of the A+ program may be eligible to receive two years of state paid tuition to a designated public community college or vocational/technical institution in Missouri. Any questions regarding the A+ program can be directed to the A+ Coordinator (417-845-1978).

McDonald County High School—Graduation Requirements

Please reference the Course Handbook for Graduation Requirements and Honors Program information.

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1907116/_Course_Descriptions_2023.docx.pdf

WEIGHTED COURSES

The following courses will be weighted according to the scale listed below: Any approved AP course, core college dual credit course as well as Advanced Alg. II, Elementary Statistics, Math Analysis, Chemistry II, Anatomy and Physiology, and Physics.

A	4.50	B	3.70	C	2.70	D	1.70
A-	4.30	B-	3.20	C-	2.20	D-	1.20
B+	3.90	C+	2.90	D+	1.90		

Class of 2018 & Beyond

In addition to the weighted scale above, the following scale will be used to weight Advanced and Pre-AP core courses. These courses are Advanced Geometry, Advanced Physics 1st, Advanced English, Advanced Modern World History, Pre-AP English, & Pre-AP Biology.

A	4.25	B	3.45	C	2.45	D	1.45
A-	4.05	B-	2.95	C-	1.95	D-	.95
B+	3.65	C+	2.65	D+	1.65		

HONOR ROLL / GRADE POINT AVERAGE SCALE

An honor roll is compiled at the end of each semester on the basis of grades earned that semester. The honor roll lists are distributed to newspapers and other media for publication. To qualify for the "A" honor roll, a student must make straight "A's". To qualify for the "B" honor roll, a student must earn a "B" average with no "D's" or "F's". To be on the honor roll, a student must be enrolled in a minimum of seven (7) credit hour classes. The following scale will be used to determine letter grades. Letter grades will be based on a percentage of the total score possible.

Honor Roll	G.P.A.	Honor Roll	G.P.A.
100-95 A	4.00	76-73 C	2.20
94-90 A-	3.80	72-70 C-	1.70
89-87 B+	3.40	69-67 D+	1.40
86-83 B	3.20	66-63 D	1.20
82-80 B-	2.70	62-60 D-	.70
79-77 C+	2.40	59 & Below F	.00

ACADEMIC LETTER REQUIREMENTS

Students who qualify will receive an "Academic Letter" and a certificate. Each additional year a student qualifies for a letter, the student will receive a bar and an additional certificate.

To be eligible to receive an academic letter, the following criteria must be met:

1. The student must have a 3.5 GPA for each of the previous 2 semesters with no "D" or "F" grades.
2. Semester grades for the previous school year will be used.
3. Freshman students will not be eligible to earn an Academic Letter until completion of their 9th grade year of high school.
4. Students must be enrolled full-time.
5. At least one semester of grades must be earned at MCHS. Only one semester of grades may be transferred.
6. The student must be enrolled in 4 core classes per semester.
7. Senior early graduates will not qualify.

FLEX PROGRAM

The Flex Release Program at McDonald County High School is designed to help students fulfill Personal Plans of Study. Seniors who wish to work or take college classes during school hours must apply to the Flex Program at the beginning of each semester. Juniors may participate in the College Flex Program, not the Work Flex Program, following the College Flex guidelines. The student must write a brief narrative describing how the proposed work or post-secondary classes align with his or her Personal Plan of Study.

Students accepted into this program must be enrolled in at least four classes throughout the semester. Students enrolled in the Work Flex program for three periods may not enroll in a teacher's aide course. All the material listed below would be compiled into one packet and submitted to a team consisting of counselors, At-Risk Coordinator, and Principal.

A. Flex Release Form completely filled out with all required signatures obtained.

B. Typed narrative requesting permission to participate in the Flex Release Program and describing how the work or study aligns with Personal Plan of Study.

C. A current Personal Plan of Study

Students who are granted release must abide by the following:

1. The student must maintain at least a **C average** to be eligible for flex release.
2. Students must leave school grounds immediately upon release without disrupting the rest of the students and classes.
3. During the released hours, the student is not to be in the school building or on school grounds.
4. The student must maintain an **attendance rate of 95%.**
5. The student must avoid suspension or expulsion while in the program.
6. The student must make normal progress toward and **meet all graduation requirements.**
7. The time involved in either employment or post-secondary education must equal or exceed the release time requested.

If a student fails to maintain any of the above requirements, his or her Flex Release time will be null and void necessitating an immediate return to full schedule of classes at McDonald County High School's campus.

Students participating in the work-release through the Flex program will receive transcript credit as either pass or fail. The Flex work credit will not be calculated into GPA. Participation in the Flex work release program will deem a student ineligible for top ten percent honors in class rank.

Students pursuing college course work through the Flex program will receive a high school grade transcript with the college letter grade.

Missouri Options

The Missouri Option program provides students ages **18 and older** at risk of not graduating or dropping out an alternative opportunity to earn a McDonald County High School diploma. Each student interested in the Missouri Option program will be considered on a case-by-case basis.

The Missouri Option program provides an opportunity for these students to earn a McDonald County High School diploma by meeting the following requirements:

- Enrollment in Mustang Academy
- Attend HiSET preparation class 15 hours per week
- Provide documentation of either working, attending additional classes, or community service 15 hours per week
- Pass a Government course
- Pass the U.S. and MO Constitution exams
- Pass Civics Exam (Beginning with class of 2021)
- Pass a Personal Finance and a Health course

- Complete CPR Training/Instruction (30 minutes)
- Complete EOC exams in Algebra I, English II, Biology I, and American Government
- Pass all parts of the HiSET exam

Graduation & Diploma:

Students who complete all components of the Missouri Option program will be considered McDonald County High School graduates. They will receive a McDonald County High School diploma and will be eligible to participate in the graduation ceremony.

Student Transcripts:

A student's transcripts will be modified after joining and completing the Missouri Option program. The student's previous academic history will be documented in the same way; however, the student's transcript will note graduation by Missouri Options.

EARLY GRADUATION

A student who wishes to graduate from high school in less time than the ordinary eight (8) semester, grade 9-12 sequence, may request a hardship appeal to complete graduation requirements on an alternate schedule. The student and parents/guardians will consult with the high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal.

A student who graduates early must complete all graduation requirements established by the Board. The student who is granted early graduation will be allowed to participate in the spring graduation ceremonies. It will be the responsibility of the early graduate to obtain information concerning dates and times for the end-of-school activities, (prom, senior assembly, graduation practice, graduation, etc.). In all other school activities, the early-out graduate will be treated as a graduated student.

If a student is accepted to become an early-out graduate, the administration and counseling department recommends that this plan be developed **no later than the end of September of the student's senior year**. **EARLY GRADUATION CAN ONLY OCCUR AT THE END OF THE 1ST SEMESTER OF THE SENIOR YEAR.** To complete the early graduation process, each senior must complete and turn in a Senior Graduation Exit Survey to the Principal.

CLASS RANKINGS

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected according to the following procedures:

1. The valedictorian will be the student with the highest grade point average as computed at the end of eight (8) semesters of high school work. The grade point average will be based on a minimum of 28 units of credit on the College Preparation Program/Honors Program, and the student must be a full time student.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of eight (8) semesters of high school work. The grade point average will be based on a minimum of units of credit on the College Preparation Program/Honors Program, and the student must be a full time student.

3. To be eligible for valedictorian or salutatorian honors, a student must be enrolled prior to and continuously following the tenth (10) school day of the student's senior year.
4. To be eligible for valedictorian or salutatorian honors, a student must complete the College Preparation Program/Honors Program at McDonald County High School.
5. To be eligible for valedictorian or salutatorian honors, a student must have been in attendance for eight (8) semesters in a public or private high school with at least 28 units of credit.
6. The College Preparation Program/ Honors Program course of study consists of a minimum of , twenty-six (26) units of credit (Class of 2022), and twenty-five (25) units of credit (Class of 2023). If a tie exists, the co-valedictorians and co-salutatorians will be honored.
7. In addition, the top ten (10) students as computed at the end of eight (8) semesters of full time high school attendance will be recognized. The top ten (10) will include the valedictorian and salutatorian. The remaining students comprising the top 10% will be introduced.
8. Students that are enrolled in classes that only issue a pass/fail grade, the PASS grade shall be counted as a letter grade of "C", as defined in the section of this handbook HONOR ROLL/GRADE POINT AVERAGE SCALE.
9. All students attending McDonald County High School will be required to be enrolled in 7 periods. .
10. If a student elects to re-take a class, BOTH grades will be used for transcript purposes. NO GRADE WILL BE REMOVED FROM A STUDENT'S TRANSCRIPT.

SEMESTER TESTING POLICY

The following testing policy will be in effect to promote quality education in the McDonald County R-1 School District.

I. Final tests will be given in grades 9-12.

II. Scheduling

- A. The final tests will be administered during the final week of the second and fourth quarters.
- B. The first 2 days of the 2nd semester will be used as make-up days for semester testing from the 1st semester.
- C. It will be the responsibility of the student to make arrangements for make-up testing after the last day of school if the absence is pre-approved.
- D. Students will not be allowed to take semester finals earlier than the scheduled date..

III. For grading purposes, the mid-term and final will count as a regular test grade.

IV. The content of the tests will include materials that have been previously tested.- finals will be cumulative in nature.

V. All students in grades 9-12 will be required to take final exams. Students may opt out of taking finals at their discretion (and with parent/guardian permission) based upon the following:

95% attendance an A in the class.

***Students may not opt out of finals in AP and College Classes; those finals are mandatory.**

- VI. All subjects offered by the school will give final exams.
- VII. Additional recommended guidelines are as follows:
 - A. Semester tests should be reviewed one (1) or more days prior to the actual testing.
 - B. Study guides are required in addition to classroom review.
 - C. Teachers will teach test taking skills to students prior to the actual exam.
 - D. In recognition of perfect attendance, the classroom teacher may:
 - 1. Drop the lowest test grade.
 - 2. Include attendance/participation as part of the class grade.

PARTICIPATION IN STATEWIDE ASSESSMENTS

All students will participate in the required statewide assessment program applicable to their grade level. Parents who wish to opt out of participation for their student must submit this request in writing to the administrative office at MCHS during the first two weeks of the school year.

GRADUATION CEREMONY

A student must complete all graduation requirements established by the McDonald County R-1 School District before he/she is eligible to participate in the graduation program. The following guidelines have been established for graduation exercises at McDonald County High School:

- I. Appropriate behavior
 - A. No use of illegal substances at or before graduation ceremonies.
No possession or use of inappropriate paraphernalia, i.e. balloons, beach balls, confetti, etc. during the graduation ceremonies. However, they will be permitted on the football field immediately after the ceremonies have concluded.
 - B. No possession or use of dangerous items AT ANY TIME, i.e. fireworks, etc.
- II. Appropriate attire
 - A. Graduation Caps and Gowns are required.
 - B. Nice dress shirts and/or blouses are expected as well as nice dress pants or dresses or skirts.
 - C. Nice dress shoes, boots, dress sandals or clean tennis shoes.
 - D. No inappropriate dress will be permitted such as swimsuits, overalls, shorts, cutoffs, sunglasses, etc.
 - E. Nothing will be allowed to be worn on the outside of the caps or gowns.

The McDonald County R-1 School District encourages each graduating class to participate in and enjoy the ceremonies. However, seniors must understand that these guidelines are for everyone and no exceptions will be made. If a student chooses not to follow the guidelines, the offender(s) will not be allowed to participate in the graduation ceremonies and/or your diploma may be held. Thank you for your cooperation and congratulations on all your accomplishments and successes.

GOLD AND SILVER CARD PROGRAM

Gold and Silver academic cards are awarded each semester based on the grades listed on grade sheet printouts maintained by the office.

A Gold Card is given to a student who receives a minimum 4.0 GPA, has no major disciplinary actions during this period, AND has maintained at least 90% attendance during this period. A Silver Card is given to a student who receives a minimum 3.5 - 3.9 GPA, has no major disciplinary actions during this period, AND has maintained at least 90% attendance during this period of time. Students with perfect attendance will be given an extra entry for the assembly.

Gold card holders will receive one (1) day of exemption during the following semester of obtaining their gold card. The student MUST have received prior approval from a member of the high school administration BEFORE taking their day of exemption. Days may not be taken during EOC testing or semester finals.

An awards assembly will be held at the end of the year for any student who has held a card for the present school year.

NATIONAL HONOR SOCIETY

Membership in NHS is open to all sophomores, juniors, and seniors with a GPA of 3.5 or above and no disciplinary actions within the current year. Students may not apply for membership; however, they must submit a Student Activity Information Form to the advisor(s) along with any other verifiable information about themselves. The Student Information Form will then be reviewed by a faculty council made up of five faculty members. After careful review by the council, membership will only be granted to those students who meet or exceed all of the four areas of accomplishment based on scholarship, leadership, character and service. Students must have attended MCHS for at least one year. Students selected for membership in NHS must participate in an induction ceremony to become a member. Members are expected to maintain the standards for which they were selected.

STUDENT ORGANIZATIONS AND SPONSORS

<u>Seniors</u>	<u>Juniors</u>	<u>Sophomores</u>	<u>Freshmen</u>
Kristy Gilgen	Joelle Stark	Jill Williams	Myriam Palmer
Logan Grab	Joyce Pacheco	Nathan Haikey	TBA
Aric Kirk	Rebecca Pullen	Theresa Walthall	
Johnathon Holz	Brandy Unruh	Lee Ann Bunting	

International Club.....	Rebecca Pullen, Myriam Palmer
Student Council.....	Sara Pierce, Callie St. Clair
F.T.A.....	Sherry Lemm
Art Club.....	Theresa Walthall
Varsity Cheerleaders.....	Hannah Shaver
National Honor Society.....	Allison Wyllly
Thespians.....	Wyatt Hester
National Forensics League.....	Alexus Underwood
F.C.C.L.A.....	Marie Strader/Alisha Houk
FFA.....	Emily Hutton/Shawn McAlister/Katie Manley
Science Club.....	Sarah Herbert/Joelle Stark
Science National Honor Society.....	Neal Hutton/Joelle Stark
JROTC.....	Eric Corcoran/Tim Gibson
Mustang Business (FBLA).....	Kristy Gilgen/Dinah McCall
.....	Sherry Lemm/Christine Ellis
Yearbook.....	Sherry Lemm

F.C.A.....	Sara Pierce/Katie McKibben
Academic Team.....	Johnathon Holz
DECA.....	Christine Ellis
Rho Kappa.....	Jonathan Holz
Library Club/Bookish Benefits.....	Jill Williams

STUDENT ACCEPTABLE USE POLICY

TECHNOLOGY USAGE

The McDonald County R-I School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

Definitions

For the purposes of this policy and related regulation, procedures and forms, the following terms are defined:

- *User* -- any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, school Board members and agents of the school district.
- *User Identification (ID)* -- any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.
- *Password* -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

TECHNOLOGY ADMINISTRATION

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed.

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to

diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

USER IDENTIFICATION AND NETWORK SECURITY

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors.

Use of the district's technology resources is a privilege, not a right. No student, employee or other potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

USER AGREEMENT AND PRIVACY

Unless authorized by the superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents in his or her *User Agreement* to interception of or access to all communications accessed, sent, received or stored using district technology.

Students and staff will maintain appropriate boundaries at all times including while utilizing technology. Appropriate communication is outlined in School Board Policy GBH linked here:

https://docs.google.com/document/d/1mcxufCmQf4oIQSvG2xnBloIGzpwFXF_F8GP5dP4TfIg/edit

CONTENT FILTERING AND MONITORING

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

CLOSED FORUM

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district's webpage may include the district's address, telephone number and an e-mail address where members of the public may communicate concerns to the administration and the Board.

All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

STUDENT USERS

No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

PRIVACY

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

VIOLATIONS OF TECHNOLOGY USAGE

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures

regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

DAMAGES

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

GENERAL RULES AND RESPONSIBILITIES

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information on any product or

service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
19. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic device during the regular school day, including class change time, mealtimes or instructional time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

TECHNOLOGY SECURITY AND UNAUTHORIZED ACCESS

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer "viruses," "hacking" tools or other disruptive/destructive programs into a school or district computer, network or any external networks is prohibited.

ONLINE SAFETY -- DISCLOSURE, USE AND DISSEMINATION OF PERSONAL INFORMATION

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

ELECTRONIC MAIL

A user is responsible for all email originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.

2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

EXCEPTIONS

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

WAIVER

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

NO WARRANTY/NO ENDORSEMENT

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Approved: 06/08/2004

ATHLETIC ELIGIBILITY

CITIZENSHIP

Students must be a credible citizen. Credible school citizens are those students whose conduct both in and out of school will not reflect discredit upon themselves or their school.

ACADEMICS

Students must be currently enrolled in and regularly attending courses that offer a minimum of 3.5 units of credit (this normally is seven courses)

Students must have earned 3.5 units of credit the preceding semester or up to 1 credit earned or completed after the close of the semester or in summer school to fulfill this requirement. Credits earned or completed after the close of the semester or in summer school may fulfill this requirement if they are obtained in a core subject area or an elective credit used for remediation (THIS IS A NEW MSHSAA GUIDELINE).

Students beginning the ninth grade must have been promoted at the close of the previous school year.

Students must be making satisfactory progress toward graduation as determined by their local school's policies.

Students should not drop courses without first consulting with the school principal or the athletic director to determine whether it will affect their eligibility.

ATTENDANCE

Students must be in attendance on the day of an activity, unless prior notification for an excused absence is obtained through the building principal. A student having an unexcused absence on a given day, will not be eligible to participate in an interscholastic contest/event until he/she has attended a full day of classes (or has an excused absence from class) without an unexcused absence.

DISCIPLINE

Any student who receives formal disciplinary actions by a building administrator or their designee shall be ineligible to participate in all activities for the duration of their formal disciplinary proceedings.

CO-CURRICULAR ELIGIBILITY ADDITIONAL STANDARDS

No performance(s) or activity(s) - band/speech/art - may constitute more than one (1) daily grade.

In the event of two (2) or more co-curricular performances or activities occur on the same date, or time, the sponsors/coaches shall meet with the building administrator to determine the performance/activity the student will attend.

When two (2) or more performances/activities occur simultaneously the student's grade will not be hindered for non-attendance, assuming the student has attended one (1) of the activities/performances.

TRANSFERRING SCHOOLS

If a student transfers schools and his/her parents do not move into the district of the new school, he/she will be ineligible for 365 days, unless he/she meets one of the exceptions listed in the Missouri State High School Athletic Association Residence and Transfer Rules.

If a student moves with his/her parents to a new school district, he/she will be eligible at the new school provided he/she was eligible in all other respects at the former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.

Always check with the school principal before transferring schools to determine whether it will affect your eligibility.

PARTICIPATION LIMITS

Students are eligible to participate in any sport for a maximum of four seasons. Any part of a contest played during a season counts as a season of participation.

Eligibility to participate in high school activities begins when a student first enters the ninth grade and lasts for the next succeeding four consecutive years (eight consecutive semesters).

ENTERING SCHOOL

Students must enter school within the first 11 days of the semester in order to be eligible.

AMATEUR AND AWARDS STANDARDS

After entering a member school, a student will become ineligible in the sport concerned if he/she receives cash for participating in an athletic contest. This restriction applies to all sports in which MSHSAA member schools conduct interscholastic programs. (Note: Merchandise shall not exceed \$100.00 suggested retail price).

Students may accept awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. for participating in a school athletic program.

Awards as described above presented by a person or group other than your school, must be approved in advance by your school principal and the suggested manufacturer's retail price of a merchandise award shall not exceed \$100.00.

Students may accept awards for participating in non-school sponsored athletic competition only if the awards are symbolic in nature or the merchandise item does not exceed \$100.00 in suggested retail value. (See items above)

AGE LIMITS

If a student reaches nineteen (19) years of age prior to July 1, he/she will be ineligible the next school year.

Over aged eighth graders may move up to the senior high team to have eight semesters of eligibility.

In order to participate on or against teams made up of only ninth graders, students must not have reached sixteen (16) years of age prior to July 1, preceding the opening of school. However, students may participate with the next higher grade when they no longer meet the age limit for their grade.

PLAYING UNDER A FALSE NAME

If a student competes under an assumed or false name, he/she immediately becomes ineligible.

GRADUATED STUDENTS

Students will be ineligible to participate after graduation from a senior high school. Students who are granted an early release after their junior year are ineligible for further participation. (Note: Students are eligible to participate in state events which extend beyond the date of their school's graduation at the end of the spring semester of their senior year.)

McDonald County R-1 Extra Curricular Code

It is the responsibility of the McDonald County R-1 School District to promote the mental, physical, social, emotional and moral well being of all the participants involved in the extra-curricular programs. These programs are an effective tool in preparing our youth in a positive manner to enter and contribute in our society. These

young adults must also realize that being a part of an extra curricular program places additional responsibilities upon themselves. If a student is elected to a state or national office of an organization, financial responsibility of travel and all related expenses will be the sole responsibility of the student or his/her parent/guardian. When a student becomes part of an extracurricular program, they do not only represent McDonald County R-1 School District while competing in extra curricular contests, but also in the classroom, hallway and the community. Therefore, the following guidelines have been established to define what is expected of participants of the McDonald County R-1 School District:

1. Missouri State High School Activities Association and the McDonald County R-1 School District rules and guidelines will be followed in the areas of eligibility, insurance coverage, physical examination, discipline referrals, practice and contest schedules.
2. Students and the Parent/Guardian must sign a Mustang Code of Conduct and register electronically with the athletic department before 1st practice of 1st sport.
3. Any student participant who is arrested or charged with a misdemeanor (except minor traffic violations) or a felony must inform a coach, athletic director or the building principal on the next school day. Failure to do this will result in the student becoming ineligible for ninety (90) school days.

The penalties are:

1st Offense – restrictions from participating in a minimum of 40% of the season and/or season contests, but can continue to practice.

a. If the offense involves drugs/alcohol the student will be required to attend counseling at the expense of the student's parents before being allowed to continue to participate in any activities at MCHS. The student will also have to pass a drug test administered at parent's expense before being allowed back into the program.

2nd Offense – restriction from extra curricular programs for a minimum 180 school days.

3rd Offense – loss of eligibility for the remainder of school career.

Completion of the activity season is required for the student to qualify for a varsity letter award. An exception would be an injury which prevented further participation. No award will be presented to a student suspended for the remainder of the season.

No student athlete may quit one sport and go out for another sport after the season has begun without written mutual consent of both head coaches of the sports involved.

The above policy is in effect during grades seven and eight. When a student enters McDonald County High School, the student will start at stage one and the policy is inclusive for those years in grades nine through twelve. However, if a student has violated the extracurricular code in 8th grade, the penalty will carry over into 9th grade if not completed prior to.

It is understood that situations may occur that are not covered in these guidelines. When that occurs, the participant will be dealt with by the coaching staff and administration on a one-on-one basis.

EXTRACURRICULAR, CO-CURRICULAR ENRICHMENT ACTIVITIES

In addition to MSHSAA standards, McDonald County students are required to pass all subjects to be eligible to participate in extracurricular, co-curricular and enrichment activities. Scholastic eligibility for students will be checked after the third week of a semester. Teachers will report all failing grades to the building administrator every week. If a student is failing any class, he/she will be placed on probation during the fourth week of the semester. The period of probation, ineligibility and eligibility will always begin the Monday following the day eligibility is checked and end on Sunday. The student who has once lost eligibility must be passing all subjects on the following Monday to become eligible.

** Monday at 8:20 AM will be the deadline for submission of failing grades. It will be the responsibility of the coaches to check on probationary students or failing students from the past week.

**Students must maintain 90% attendance to be eligible to attend extra-curricular activities during regular school hours.

**In order to be considered for homecoming attendant/court for any school activity, students must be in good academic standing and meet all attendance requirements.

Any student who receives formal disciplinary actions by an administrator or the designee shall be ineligible to participate in all activities for the duration of the specified period. Following an out-of-school suspension, students will be placed on probation based on the number of days of suspension. During the probation period, students will not be allowed to compete, but will continue to practice or participate in regular school activities. Eligibility to participate and compete must be reinstated by the building administrator.

Progress reporting to parents will occur at each mid-quarter (4 1/2 week.) Grades will be cumulative, assigned and reported to parents at the end of each semester with two (2) semesters required to complete a year of study.

** Deficiencies will be mailed for all students with a D & F.

Implement: 2002-2003 School Year Approved: Thursday, January 10, 2002
McDonald County R-1 School District, Anderson, Missouri

STUDENT DISCIPLINE RECORDS

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the requests. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

CONFIDENTIALITY

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

PUBLIC NOTICE OF FREE AND APPROPRIATE PUBLIC EDUCATION

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, highly

mobile children, such as migrant and homeless children, and children who are suspected of having disability and in need of special education even though they are advancing from grade to grade. The McDonald County 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, mental retardation, 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 development delay.

The McDonald County 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 McDonald County School District assures the 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 McDonald County 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 at the District's Office of the Superintendent, during regular school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardians' name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Services office at 417-845-3409. This notice will be provided in native languages as appropriate.

ANTI-GANG / SECRET SOCIETIES

The Board of Education of the McDonald County R-1 School District, the administration and the staff all have the responsibility to maintain a safe and disruption-free environment. Any public school fraternity, sorority or secret society or organization is declared inimical to the public-free schools and therefore unlawful. The school district further expressly prohibits hazing. Gangs are hereby found to be included in the definition of secret society organization and are therefore expressly prohibited from the McDonald County R-1 Schools.

Gang, as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or the school district's rules and regulations including any type of organization or society which fosters undemocratic practices and seeks to perpetuate itself by taking in additional members from pupils enrolled in the McDonald County R-1 school District on the basis of the decision of its membership rather than upon free choice of any pupil in the school

who is qualified by the rules of the school to fill the special aims of an organization or society. Gang and gang-related activities are not acceptable in the school setting.

The Board of Education is aware that the presence of gangs interferes materially and substantially with the educational process and with the requirement of appropriate discipline in the school. Gangs foster antisocial behaviors, attitudes and practices which may endanger the health, safety and welfare of our students. Therefore, students are prohibited from participating in any activity related to gangs while at school, while traveling to or from school, or while attending school-sponsored events. Prohibited activities include (but are not limited to) the following:

- Soliciting or recruiting others for membership
- Participating in and/or inciting physical violence
- Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance or payment of dues
- Coercing, harassing, and/or otherwise intimidating, threatening or causing harm to any person
- Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang. When there is a question as to whether or not possessions or clothes are gang-related, determination will be made by the administration.
- Using any communication, verbal or non-verbal (gestures, handshakes, etc.) suggesting or showing membership or affiliation with a gang
- Engaging in any activity intended to promote or further the interests of any gang activity including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to "represent" or acting like a gang member
- Engaging in any activity to be "hazing" including:
 - Any willful act on or off school property of the McDonald County R-1 School District by one student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or by submitting such student to ignominy, shame or disgrace among his fellow students and acts calculated to produce such results; or
 - The playing of abusive or truculent tricks on or off the school property of the McDonald County R-1 School District by one student alone or acting with others, upon another student to frighten or scare him; or
 - Any willful act on or off the property of the McDonald County R-1 School District by one student alone or acting with others which is directed against any other student done for the purpose of humbling the ride, stifling the ambition or impairing the courage of the student attacked or to discourage him/her from remaining in the McDonald County R-1 School District rather than to submit to such acts; or

- To any student of the McDonald County R-1 school District or any other educational institution; or assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such students as defined by this paragraph.
- Any act or activity which violates any law or policy of the McDonald County R-1 School district when such an act or activity is taken to further the interest of a gang, it shall be the duty of the school district to suspend or expel from the McDonald County R-1 School District any pupil who shall:
- Be or remain a member, promise to join, become a member or solicit other persons to join, promise to join or pledge to become a member of any prohibited secret society or organization; or
- Wear or display any insignia for purposes of identification with any such secret society or organization while in and attending McDonald County R-1 Schools, or any school related activity.

NCLB COMPLAINT PROCEDURES

Missouri Department of Elementary & Secondary Education

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,

3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. *Record.* Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Notification of LEA.* Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. *Report by LEA.* Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.
4. *Verification.* Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

Appeals

Appeal to the SEA

1. *Record.* Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Investigation.* The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such

investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. *Hearing.* If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. *Record.* The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.

2. *Decision.* The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.

3. *Appeal.* The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.

4. *Second Appeal.* An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.

2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.

3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with McDonald County R-1 School District are hereby notified that this institution does not discriminate on the basis of

race, color, national origin, sex, age or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning McDonald County R-1 School District compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Director of Student Services, 100 Mustang Drive, Anderson, MO 64831, the telephone number 417-845-3409, who has been designated to coordinate institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX or Section 504.

PARENTS RIGHT TO KNOW

McDonald County R-1 School District is required to inform parents/guardians of certain information, according to The No Child Left Behind Act of 2001, that parents/guardians have the right to know. Upon the parents/guardians request, our district is required to provide in a timely manner, the following information.

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

In addition to the information that parents may request, the district must provide to each parent/guardian:

- Information on the achievement level of the child in each of the state academic assessments as required under this part; and
- Timely notice that the child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

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 McDonald County R-1 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, mental retardation/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 McDonald County R-1 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 McDonald County R-1 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 McDonald County R-1 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 at the McDonald County R-1 School District, Student Service Office between 8:00 a.m. and 4 p.m., Monday-Friday by appointment. Please contact Dr. Cindy Machado, Director of Student Services at 417-845-3409.

This notice will be provided in native languages as appropriate.

Category	Examples of Infractions	1 st Referral	2 nd Referral
(Verbal Warning) A Minor Misconduct	1 – Boarding or Exiting the bus unsafely, to include crossing in front of or behind the bus 2 – Standing while bus is in motion or not being properly seated 3 – Obstructing an empty seat, door, stairs or aisle 4 - Making excessive noise 5 – Disturbing or insulting other students 6– Eating, drinking or chewing gum 7 – Littering on bus 8 – Sticking objects or body parts out of window	Conference with Bus Driver Parental Notification	Conference with Principal Parental Notification

B Serious Infractions	1 – Failure to comply (disrespectful, talking back, lying) with bus driver's or other adult's instructions 2 – Horseplay and spitting 3 – Throwing objects out of bus 4 – Sticking objects or body parts out of window/door 5 – Damage, theft or pilfering less than \$100 6 – Bullying or harassing others 7 – Using obscene language or gestures 8 – Public Display of Affection (PDA) 9 – hitting, biting, pushing	Conference with Principal Parental Notification	1-3 Day Bus Suspension
C Severe Offenses	1 – Full or partial nudity 2 – Sitting in driver's seat/tampering with controls 3 – Tampering with Emergency Exits or safety devices 4 – Interfering with driver while operating bus 5 – Fighting , assault 6– Vandalism, damages or theft greater than \$100 7 – Tobacco use or possession	1-10 Day Bus Suspension	11-20 Day Bus Suspension
D Criminal or Illegal Acts	1 - Any action that leads to a bus accident 2 – Possession or use of weapons or other prohibited items 3 – Lewd or indecent acts 4 – Possession of illegal substances 5 – Alcohol use or possession of 6– Bomb threat	School Suspension/ Expulsion Discipline Report submitted to appropriate authorities	

1. All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case by case basis. The administration reserves the right to alter the consequences due to the severity, frequency, or previous warnings regardless of sequence or frequency of misconduct.
3. Restitution may be required for all damages resulting from student action including but not limited to vandalism, fighting, theft, mischief, throwing objects, etc.

Category	3 rd Referral	4 th Referral	5 th Referral
(Verbal Warning) A Minor Misconduct	1-3 Day Bus Suspension	3-5 Day Bus Suspension	5-10 Day Bus Suspension

<div>B</div> <div>Serious Infractions</div>	<div>3-5 Day Bus Suspension</div>	<div>5-10 Day Bus Suspension</div>	<div>Suspension Of Bus Riding Privileges for the Remainder of School Year</div>
<div>C</div> <div>Severe Offenses</div>	<div>Suspension Of Bus Riding Privileges for the Remainder of School Year</div>	<div>“Riding a School Bus is a privilege not a Right”</div>	
<div>D</div> <div>Criminal or Illegal Acts</div>	<div>School Suspension/ Expulsion Proceeding Initiated</div> <div>Discipline Report submitted to appropriate authorities</div>		

4. Possession of weapons, prohibited items, controlled substance, alcohol, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of bus privileges.

5. All infractions are subject to the Student Code of Conduct.

STUDENT SCHOOL BUS POLICY

ELIGIBILITY

According to Board Policy EEA, the following students shall be provided bus transportation services to and from school:

1. Resident students living three and one-half miles or more from school will be entitled to free transportation to and from school.
2. Students who reside in areas that school authorities have judged the walking route to school to be usually hazardous.
3. Upon approval by the Board of Education students who live less than three and one-half miles.
4. Students with exceptional educational needs in accordance with state law and established procedures.

School bus transportation will be limited to transporting the student from the student's home to school and from school back to the student's place of residence.

The exception to this policy will allow a student to be discharged at a place other than his/her residence if the point of discharge is on a regularly scheduled bus route, and the requested stop will be the daily point of discharge. A request for this exception must be submitted in written form to the Director of Transportation and/or building principal at least one day prior to the requested exception.

In the event your child will not be riding on a given day, a courtesy call to the bus barn or the child's school with this information is greatly appreciated. Time saved from stopping only at the houses with riders contributes to an efficient bus run. Along this same line, if your child only rides occasionally, please contact the bus barn or your child's school when transportation is needed so the bus can be scheduled to stop.

VIDEO CAMERAS

All buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of the videotapes from buses shall be limited. Only the Director of Transportation, bus drivers, school administration, police, shall be authorized to view the videotape for the purpose of documenting and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. School administrators may authorize pupil services personnel to view segments of a specific tape if viewing the videotape is beneficial to their role in assisting the student.

CO-CURRICULAR ACTIVITIES/TRIPS (ATHLETICS, BAND, MUSIC, FIELD TRIPS, ETC.)

Although the bus driver is ultimately responsible for the safety of all who ride the bus, an adult chaperone (school staff or parent) will always be on board during co-curricular trips. The school or parent chaperone is responsible for the management of students on the bus, student attendance counts, and follow-up with parents and/or administrators concerning student behavior problems. Chaperones should check with the driver for driver expectations regarding noise level and student behavior. Students are expected to follow all school rules and regulations. Students who violate these rules and regulations will be disciplined according to the policies of the McDonald County R-I School District.

SCHOOL BUS RULES AND EXPECTATIONS

Students must observe the following rules -

1. Follow directions the first time they are given:
2. The driver is in charge of the bus and students at all times.
3. Students must be on time. The bus cannot wait beyond its regular schedule for those who are consistently tardy.
4. Students should not stand in the roadway while waiting for the bus. If students must cross a roadway in order to enter the bus, the driver will direct the students not to cross the road until he/she signals them to do so. Students must cross ten (10) feet or more in front of the bus to be visible to the driver and passing traffic. For better visibility, students should be encouraged **not** to wear yellow rain gear.
5. If a student lives on the side of the road on which the bus stops, he/she should move away from the bus immediately after getting off.

6. Students must be seated before the bus is put in motion and remain seated throughout the trip.
7. Students may bring onto the bus only those items that will fit on their laps without interfering with the seating of other students. Bus aisles must be free of any obstruction so the bus, if needed, could be evacuated without difficulties caused by the aisle being blocked by trash cans, coolers, book bags, band instruments, athletic equipment, etc.
8. The driver will never discharge students at places other than their regular bus stops or at a school, unless authorized by the Director of Transportation, the building principal or his designee. These arrangements will be made before departing the school.
9. Students will not play music from any personal device (cell phones, etc.) on the bus except with earphones.
10. Photography and/or video recording will be prohibited while riding the bus.
11. Laser pointers will not be allowed on the bus.
12. All rules of conduct that apply on school property also apply on the bus.
13. The emergency door is only to be used in case of an emergency.
14. Students should not create any disturbance on the bus that may distract the driver's attention from his/her driving.
15. The driver is delegated the same authority as the teacher to make and enforce rules for those for whom he/she is responsible through verbal warnings, assigned seats, and private talks.
16. Students are to stay in their seat, with their feet on the floor, while the bus is in motion, keeping your hands, feet and other objects to yourself.
17. Students may not enter the bus eating, drinking, smoking/chewing, shoving or acting boisterous. Food and drink can be approved by the bus driver on activity trips.
18. Safe, courteous conduct is to be demonstrated while riding in the bus. No "horse play" will be tolerated. Loud, unnecessary noise, shouting or scuffling is NOT ACCEPTABLE.
19. Students must not, at any time extend arms or heads out of the bus windows especially when the bus is in motion.
20. Students must not try to get on or off the bus, or move about within the bus while it is in motion.
21. The use of tobacco, drugs or alcohol is not permitted on the bus.
22. During hot inclement weather students may drink water on the bus.
23. Keep all harmful or frightening objects, weapons and creatures off the bus.
24. Students must not carry live or dead creatures, firearms (loaded or empty), knives, water guns, skate boards or other objects that can injure or alarm other students or the driver.
25. Students must not carry glass or liquid, unless it remains in a closed lunch box or backpack. (Water in an acceptable container will be allowed when the weather is exceptionally hot.)
26. Students must use trash cans on the bus. Throwing items on the floor, out the window or at other students and/or the bus driver is prohibited.
27. Students are not to puncture, slit, rip, tear, etc. bus seats. Students caught doing so may be removed from the bus until restitution is made or arrangements for restitution are made.

28. Any damage to the bus is to be reported immediately to the bus driver. Damage to a bus by a student will be paid for by that student.
29. Do not be excessively loud, swear, use rude gestures or offensively tease anyone on the bus.

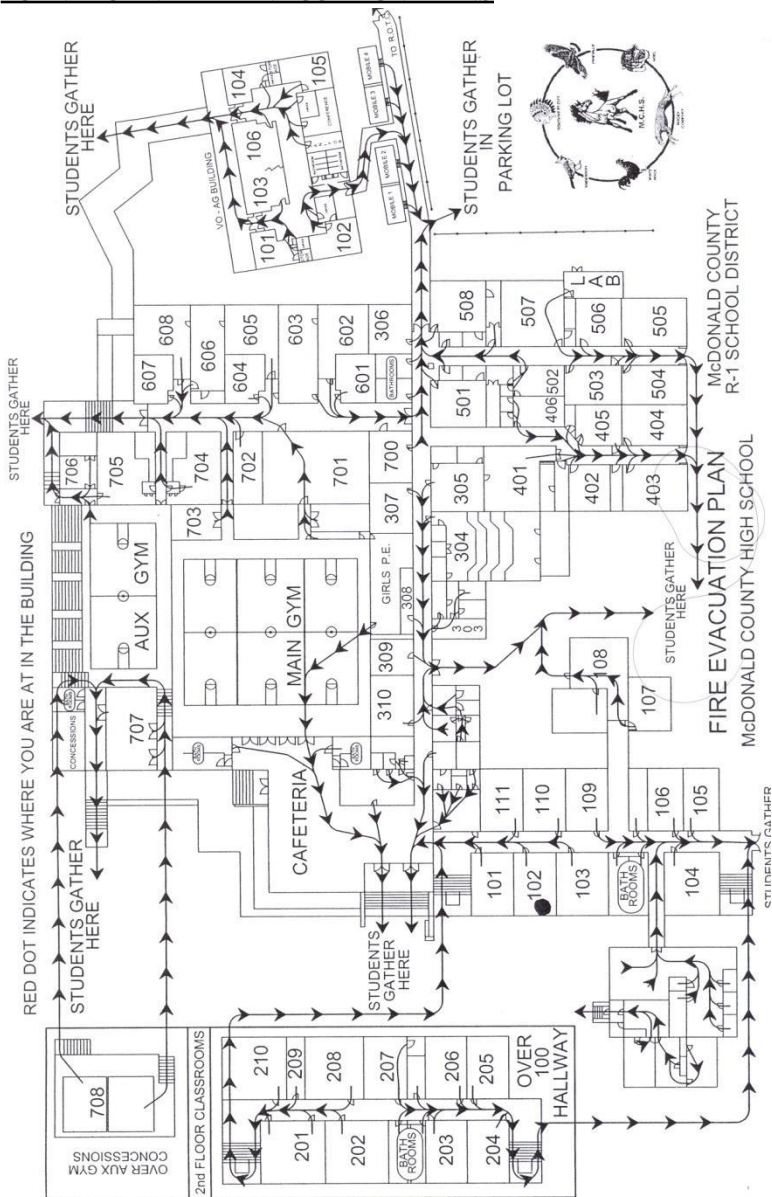
BUS EVACUATION DRILLS

Emergency evacuation drills on school buses are required for all students in kindergarten through twelfth grade at least once per semester. The first drill must be completed prior to October 31.

MISCELLANEOUS

1. Bus riders are discouraged from bringing guest(s) home on buses due to the availability of seating. Parents should make every effort to provide transportation for their child and his/her guest(s). The district realizes that emergencies may arise and it may become necessary for your child to bring a guest(s) home or for your child to go home with another student. If this is the case, it will be your responsibility as a parent to contact your child's school either in written form or by telephone to make arrangements and give permission. The school in turn will provide your child with a "Bus Pass" which they must give to the bus driver.
2. If a student's transportation privileges have been suspended or revoked, the student is responsible for finding alternative means of transportation to and from school. Students who do not find other means of transportation and do not attend school are truant.
3. If a student has been suspended from school, his transportation privileges are also suspended.
4. District vehicles carrying students will be considered extensions of the school environment. Any student whose conduct on district transportation is improper or jeopardizes the safety of other students may be suspended from district transportation services and may be disciplined in accordance with district policy. Uniform rules of conduct and disciplinary measures will be enforced. Students with disabilities will be disciplined according to law.

TORNADO AND FIRE EVACUATION PLANS



HEALTH CURRICULUM

Students in health classes will be presented with developmentally appropriate sexual education materials. The McDonald County R-1 School District maintains an abstinence only stance on teaching of this subject matter. Parents wishing to opt their student out of this section of the coursework may do so by submitting in writing a letter requesting the opt out. Students will then be given a comparable alternative assignment of the same point value as the original assignment. Students will also be presented with trauma informed developmentally appropriate information on identifying and avoiding sexual predators and abusive situations. This includes both online and in person relationships. Parents have the same right to opt out of this section of coursework as is outlined above.

MO HEALTH NET

The web address for the Mo Health Net program is <https://dss.mo.gov/mhd/>

Trauma Informed Teaching

Information on the DESE initiative for Trauma Informed Teaching can be found at www.mo.dese.gov/traumainformed

NOTICE REGARDING THE MANAGEMENT OF ASBESTOS

Regulations of the Environmental Protection Agency require that a notice be provided annually regarding asbestos management within the school district. The McDonald County R-1 School District has had an Asbestos Management Plan in force since 1988. This plan was prepared by a professional company, which specializes in this service. There is a management plan for each school building located in the administrative office. The public can review this plan at anytime. An inspection of all buildings takes place every six (6) months by trained personnel to verify that all asbestos areas are properly maintained.

Every three (3) years a re-inspection is done to further verify that the management plan is being followed and to address any additional needs. The latest three-year inspection was completed September 15, 2006 by Berry A. Mills of Security Storage Service, Inc. of Springfield, Missouri.

There are two (2) types of asbestos containing materials, classified as friable (which can be crumbled by hand) and non-friable (a hard material and cannot be crumbled by hand). The friable material has been found to be hazardous due to the fiber released when disturbed or damaged. Non-friable is basically safe unless the material has been damaged and is not repaired in the proper manner.

All identified friable materials were removed by a state certified company after the 1988 plan was completed. Due to the location of asbestos material in McDonald County R-1 School buildings and the management plan in force, there is no health hazard to students, employees or anyone that enters the building. Safety compliance is a high priority for the school district. Should anyone have questions regarding this matter, do not hesitate to contact the Assistant Superintendent of Maintenance at 417-845-3321.