

# **MOUND CITY R-II HIGH SCHOOL**

## **2018-2019**

### **STUDENT HANDBOOK**

Dear Students and Parents:

Welcome to the 2018-2019 school year. The purpose of education encompasses an array of goals. Not only does education instill basic foundations of learning, but also it is our ultimate desire that we send productive young adults into society as lifelong learners. This handbook serves as an informative guide to assist the student and parent in the rules, regulations, and schedules of Mound City High School. Please take time to review these policies adopted by our Board of Education to avoid any misunderstandings.

### **Policy Statement on Compliance With State And Federal Laws Prohibiting Discrimination**

Mound City R-2 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment of employment in its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the Superintendent who can be reached at (660) 442-3737, or the Mound City High School Office, 708 Nebraska St., Mound City, MO 64470.

### **District Mission Statement**

“The Mound City R-II School Board directs and employs the district staff to accept each individual student and their own unique social and emotional, physical, and mental capabilities, to develop and nurture specific knowledge and skills in that individual enhancing their present and future life!”

### **General Procedures/Services**

#### **Enrollment and Registration**

High school students are pre-registered for classes in the spring of each school year. New students or those that missed spring registration may register the week before classes begin at the counselor's office.

#### **Immunization Records**

Missouri law requires that all students be immunized for polio, rubella, and diphtheria, or that parents sign a release form. By state law, the school cannot accept students without current immunizations.

#### **Birth Certificate**

No child may be officially enrolled in school without first presenting his/her birth certificate for examination. A photocopy of the birth certificate or birth certificate number will be kept in the student's permanent file. If you do not have a birth certificate and your child was born in Missouri, you may secure one by writing to the Holt County Health Department of Oregon, Missouri.

### Change of Address

Parents or students need to inform the principal's office of any change in address or telephone number.

### Transferring or Leaving the School District

A student who plans to transfer or drop school must notify the principal's office. All charges the student may have incurred must be paid. All books and materials checked out to the students must be returned before leaving the school district.

A student who wishes to return to school after dropping out must wait until the beginning of a new semester to do so.

### Visitors

All visitors must report to the principal's office upon their arrival at school. Visitors are not allowed to attend or visit classes unless the principal has given permission. If you wish to have a conference with a teacher, please make an appointment during the teacher's conference period or before and after school. This will eliminate disruption of the instructional process.

### Closed Campus

We operate a closed campus policy--students must stay on the school grounds from the time they arrive, until dismissal, or until they are picked up by their parents or go home on the bus. No student will be allowed to enter the school until 7:30 a.m. and must make arrangements to leave by 3:45 p.m. Students participating in after school activities (clubs, practices, sports events) are not allowed to remain in the building without adult supervision. **Note: Students are permitted to leave school during the lunch period, as long as they are a student in good standing with no F's or discipline referrals. Students leaving for lunch must walk and may only go to a close relative's home or restaurant.**

### Breakfast and Lunch Programs

Breakfast and lunch are served each school day. Breakfast is served from 7:45 until 8:10 to those students that wish to participate. The cost of breakfast is \$1.50 and lunch is \$2.35. Students will not be allowed to charge more than three lunches and breakfasts. Students in grades 9-12 who have three charges will be served peanut butter or cheese sandwiches and a glass of water in place of the regular lunch.

- **Food Service Program Meal Charges Information may be found in Appendix A at the back of the handbook**

### Signing In and Out

High school students may not leave school without signing out at the high school office. Students must have written permission from the parent or guardian before the student may leave the school campus. A written permission slip must be signed by the parent and dated. All notes to leave school shall be presented to the principal's secretary prior to 1<sup>st</sup> period. Students signing out are not authorized to sign their own notes. In an emergency situation, a phone call from the parent or guardian, to the principal, or the principal's secretary may suffice for a note--if the principal or above named person knows the parent and can ascertain the identity of the person calling. The final decision to release a student during the school day rests with the principal. Students leaving campus without the principal's permission and properly signing out will be subject to disciplinary action. Students returning to school must obtain an admit slip from the high school office prior to

the first bell in the morning. Each teacher must sign the admit slip. It is the students responsibility to return the admit slip to the office after each teacher has signed it.

**Note to Parents/Guardians: If you need to take your child out of school during the school day you must report to the principal's office first. The office will assist you in getting the child released from their class. (This is for the safety and protection of children in school.) Note: A list of adults authorized to pick up student(s) will be kept in the office so parents and guardians that wish for other adults to pick up their children may be assured their children will not be released to anyone without their approval.**

### **Lockers**

THE SCHOOL MAY AT ANY TIME SEARCH A LOCKER OF A STUDENT IF THERE IS REASONABLE CAUSE THAT A RULE OR POLICY OF THE SCHOOL IS BEING VIOLATED. A copy of all locker combinations and keys must be kept in the Principal's secretary's office.

### **Backpacks**

Backpacks are meant to carry books and other items to and from school and are not allowed in the classroom. Bags must be able to fit in the locker and remain there during the school day.

### **Care of School Property**

School property is public property and is owned by everyone. Each student is responsible for all books and equipment issued to her/him. If a book or equipment issued to the student is misplaced or damaged, the student will be required to pay for the item on a pro-rated basis, based on the age of the book or piece of equipment. Each student has a responsibility to help keep the school clean and neat. Destruction or defacing school property is a violation and the student is subject to the consequences as outlined in the discipline code.

### **Students Eating and Drinking in Building, Including Library and Computer Labs**

Food and drink items should not be visible inside the school buildings. Students will be allowed to eat and drink only in the cafeteria before school and during the lunch period. On special occasions, the Principal may approve the individual classrooms to have food and drink. This privilege may be revoked by administration at any time.

### **Use of Telephone**

Only in cases of an emergency will students be called to the telephone during class. The school telephone is for school business: therefore, requests for its use should be made only when absolutely necessary. The school telephone is not for personal calls except in the case of an emergency. Students should not be allowed to make calls from the individual classrooms; this is to be done in the principal's office only. Students may use cell phones in the office for emergencies.

### **Student Dress Code**

Students– dress should reflect maturity in taste on the part of the student. Clothing which distracts from the educational process will not be tolerated. In order to promote a professional atmosphere, students will adhere to the following guidelines:

- No excessive or inappropriate areas of skin or undergarments may be exposed.
- No apparel or grooming which presents a safety concern is permitted.
- No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted.

- No clothing or personal grooming that disrupts, or can be forecasted to disrupt the educational environment is permitted.
- No bare midriffs, short shorts, short skirts, narrow tank tops, spaghetti straps, razor backs or strapless shirts will be allowed.
- Shorts or sleeves that are cut off need to be sewn.
- Clothing should be neat and clean, without tears or holes.
- Clothing meant to be worn as underwear should not be seen or worn as outerwear.
- No hats, bandanas (other than around the neck), and related items are not to be worn in the school building.
- No clothing that makes reference to alcohol, drugs, swearing, minorities or ethnic groups will be allowed
- Clothing deemed too tight, such as biker shorts, yoga pants, tight spandex shirts, shorts, and pants.
- \*If tight pants are worn, a shirt long enough to cover the buttock must be worn.
- Field Trip Attire – Blue Jeans are not permitted. Shirt with a collar or Mound City Panthers T-shirt are acceptable. Other dress code rules as stated above must be followed.

**School officials retain the right to take whatever action is necessary when a child is dressed in a manner that is deemed disruptive to the educational process. Dress code is in effect for all activities home and away.**

#### Parent Conferences

Parent conferences may be scheduled for various reasons. Parents that want a conference with a teacher or administrator need to call the school and set up a conference time that is convenient for both the parents and the school personnel.

#### Weighted Classes

Weighted classes have been set up for the computation of honor roll and class rank. Weighted classes will count one additional point higher on the grade scale with no grade below a C- being weighted. Example: "B": 3.0 would equate to an "A": 4.0, "B-": 2.66 would equate to "A-": 3.66, etc. The following classes have been approved: Dual Credit Business Technology, Dual Credit Biology, 1 Semester Dual Credit Modern American History, 1 Semester of Dual Credit English 1 and 2, and 1 Semester of Dual Credit Psychology.

**The following Dual Credit classes will have grades for the semester only (quarter grades will not be reported on the report card). The students grades may be viewed online at any time though the student account:**

**Dual Credit Modern American History**

**Dual Credit English 1&2**

**Dual Credit Psychology**

**The letter grade received from the university will be what the student receives on their high school transcript.**

**Parents/Students are responsible for checking to see if the Dual Class transfers to the college of their choice.**

**There will be a fee for the Dual Credit Classes offered payable to the college providing the instruction. Information regarding this will be given to the student.**

### Nuisance Items

Nuisance items are things which are unnecessary and/or distracting to the educational process, and/or those items which may prove to be unsafe if used improperly. Examples of nuisance items are provided below and some items not listed may still be considered inappropriate by the principal.

Cell phones, fidget spinners, head phones, iPods, MP3's, cameras (digital or otherwise) handheld games, laser pens, water guns/balloons, water attack items, shaving cream, lighters, etc. \*These are only examples of nuisance items; others not listed may be considered as such by the principal.

Nuisance items may be confiscated from the student and kept in the office. Parent/legal guardians will be contacted concerning the situation. Any item deemed unsafe, will need to be picked up by the parent/guardian within a reasonable amount of time. The principal will not store these indefinitely.

**Cell phones, etc., may be used before and after school, at lunch, and between classes.**

### Sexual Harassment

Sexual harassment of students of either sex by employees or other students is strictly prohibited in the Mound City R-I School District. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student.

### Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic, (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**This policy also prohibits cyber bullying, which is bullying through communication technologies- email, cell phones, pagers, text messages, instant messages, defamatory personal websites, personal polling sites, or a combination of these-to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others.**

- **Bullying Incident Report Form may be found in Appendix B at the back of the handbook**

### **School Social Services**

In addition to our school counselor, we will have access to School Social Work Services. Our school has contracted with ACES (Area Cooperative for Educational Support) in order to address the emotional, behavioral, and/or mental health needs of our students. This service will supplement existing services in our counseling department and provide additional support and resources to school staff and families. The School Social Worker may work with any student in response to common daily occurrences or crisis situations that may arise. Social workers may work individually or in group with written parent consent. Please contact your school administrator and/or counselor if you have any questions about this service.

## **Academic Studies /Progress / Procedures**

### **Classification of Students**

9<sup>th</sup> Grade: Must have completed and successfully passed at least three of the following eighth grade subjects:

1. English
2. Social Studies
3. Science
4. Math

10<sup>th</sup> Grade: Must have completed at least 7 units of ninth grade work.

11<sup>th</sup> Grade: Must have completed at least 13 units of ninth and tenth grade work

12<sup>th</sup> Grade: Must have completed at least 18 units of credit to be a member of the senior class

### **Graduation Requirements**

- Language Arts 4 units
- Social Studies 3 units
- Mathematics 3 units
- Science 3 units
- Fine Arts 1 unit
- Practical Arts 1 unit
- Physical Education 1 unit
- Health 1/2 unit
- Electives 9 units
- Personal Finance 1/2 units

Total 26 units

### **End of Course Exams (EOC)**

The following EOC Tests are required before the students graduation date: Algebra 1, Biology, Government, Language Arts 2.

### **Suggested courses for college bound students**

Includes the Mound City graduation requirements plus an additional math credit, have a 3.0 gpa or higher and maintain a 95% attendance rate.

The District will accept courses offered through Missouri's K-12 Virtual Instructional Program (Mo VIP) as units of credit meeting state and local graduation requirements,

provided that the quantity and quality of completed student work meets standards applicable to the District's traditional program.

Students transferring with unaccredited status to the Mound City School will be required to be in attendance at Mound City School a minimum of six consecutive semesters of high school in order to be considered for valedictorian/salutatorian awards or top ten percent of class honors.

Anyone working towards the college preparation certificate must also score a minimum of a 21 on the ACT. Those planning on attending the University of Missouri will need a 24 ACT score.

### **Schedule Changes**

A student needing to change his/her schedule must do so during the first two days of each semester. First, the student is to check with the guidance counselor to see if the schedule change will affect their credits for graduation requirements and/or their status for participation in school activities.

### **Grading Scale:**

|              |              |                   |
|--------------|--------------|-------------------|
| A = 100%-93% | C+ = 79%-77% | D- = 62%-60%      |
| A- = 92%-90% | C = 76%-73%  | F = 59% and lower |
| B+ = 87%-89% | C- = 72%-70% |                   |
| B = 86%-83%  | D+ = 69%-67% |                   |
| B- = 82%-80% | D = 66%-63%  |                   |

### **Homework Policy**

**If homework is not turned in at the required class time, zero credit will be given. In addition, the student will attend intervention seminar until the assignment is completed.** If a student is absent from class for any reason, it is his/her responsibility to ask the teacher for any and all missing assignments. The student will be allowed one day per day absent to make up homework.

### **Seminar Procedures**

1. All teachers will take roll at the beginning of seminar.
2. All students MUST REPORT TO SEMINAR before going anywhere else.
3. If a student wishes to leave the room, they must sign out on the seminar sign out sheet that every teacher will be using.
4. If a student wishes to visit another teacher, they will need a personalized note in advance from that teacher.
5. All seminar meetings must be scheduled through the office.
6. Cell phone usage is not allowed during seminar, this time is scheduled for students to work on homework at the end of the day and receive help if needed.

### **Progress Reports**

Student progress reports will be sent home with students every mid-term. A teacher may send a deficiency report home any time a student is performing unsatisfactorily. Mid-term grade checks will be sent home on the following dates: **September 14, November 16 February 1, April 12.**

### **Semester Tests**

**All students are required to take the semester test for each class. These tests will account for 10% of the semester grade.**

### **Grade Cards**

Grades are reported on a quarterly basis. Grade cards go out at the end of each quarter, (approximately one week after the close of each quarter, semester, and at the end of school).

### **Permanent Records**

Permanent records of each student shall be maintained by the counselor's office. The permanent records shall be available only to authorized personnel. (Parents and students over 18 years of age are among those that have access to the records according to Missouri State Law.)

### **Student Attendance Policy**

All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program. The Board Policy is as follows:

- After accumulating more than five (5) absences from any class in a quarter, the student must appeal to the principal before determining if he/she will receive credit for that course.
- These five (5) days per quarter are to take care of absences resulting from personal illness, professional appointments, personal or family problems, and other unforeseen circumstances. Any absences after 5 will need to be made up, regardless of whether they are excused or unexcused.
- If absences of 3 days in a row or 4 days in a quarter are related to illness, a doctor's note must be submitted. In some cases, the absences may be approved through the Principal.
- A note or phone call from a parent will be required after each absence to insure that parents are aware of the time missed and to determine whether the absence is verified. Definition of verification: absence(s) where parent/guardian corresponds with the school to identify that the student was absent with permission by calling on the day of the emergency absence or sending a note when the student returns. Definition of unverified: absence(s) where no arrangements were made for scheduled absence(s) or no notification was made on the day of the emergency absence, or no note was submitted when the student returned to school.
- School sponsored activities are exempt from the total number of absences.
- In case of serious accident, extended illness, or other emergency situations, an extension of the five (5) day limit could be granted after a meeting with the principal. The results may be appealed.
- One day out, one day to make up work. Two days out, two days to make up work.

### **Student Tardy Policy**

The following discipline procedure will be in effect:

3rd Tardy - 1 School Detention (SD)

4th Tardy - 1 Saturday School (SS) or ISS.

5th Tardy - 2 Saturday Schools or 2 ISS

School Detentions (SD) will be served on arranged days, before school from 7:30 – 8:00 a.m., after school from 3:30 – 4:00 p.m. or Saturday, from 8:00 – 8:30 a.m. If SD is not served at the appointed time, extra curricular activities will be suspended until the SD(s)



are served and completed. The SD will turn into 2 SD's if it is not served at the assigned time. If the next assigned time(s) is not served, the student will be assigned an ISS.

Saturday School (SS) will be arranged once a quarter from 8:00 a.m. – 12:00 p.m.

### **Extracurricular Activity Policy/Attendance**

Mound City High School is a member of the Missouri State High School Activities Associations (MSHSAA) and all students must meet the guideline established by this organization as well as Mound City School guidelines.

**A student who wishes to practice or participate in extra-curricular activities must be in attendance the day of the activity unless excused by the school in advance. To get an absence excused in advance, the student's parent should contact the office by phone or in person prior to the absence. Students absent from school because of illness or injury are NOT eligible to participate in after school or nighttime activities. Students assigned ISS or OSS are not eligible to attend after school activities until the suspension has been served.**

### **Assemblies and Athletic Events**

The school provides assemblies and athletic events during the school year in order to involve the community and provide student enrichment. Good conduct by the student body is very important at these assemblies and events. Visitors and participants in the programs will judge our school and community by the type of behavior exhibited during the program.

### **Guidance Program**

**Guidance Curriculum:** The guidance counselor will meet with students in regular class groups to present programs designed to enhance student's skill development and the application of skills needed in everyday life. Areas addressed may include career planning and exploration, educational and vocational development, and knowledge of self and others.

**Individual Planning:** The guidance counselor will work with students individually to assist students with educational and occupational planning, decision-making, and goal setting.

**Responsive Services:** The guidance counselor will work with students individually to help address the immediate concerns of students. Topics addressed may include academic concerns, school-related concerns, tardiness, absence, misbehavior, school avoidance, dropout prevention, relationship concerns, and personal concerns. Ongoing difficulties that cannot be resolved may be referred to other resources.

**Consultation:** The guidance counselor will provide consultation for parents concerning their children's academic, occupational, and social development. Parents wishing to discuss these matters should make an appointment.

**Confidentiality:** Matters that parents or students discuss with the guidance counselor will be held in the strictest confidence with the following exceptions:

If the guidance counselor learns that a student is considering suicide, running away from home, considering the possibility of causing harm to self or others, or any other serious or dangerous action, the guidance counselor will notify the parents/legal guardians of the student. Evidence of child abuse/neglect must be reported to the proper authorities.

# **Emergencies / Illness / Accidents / Evacuation Contagious Parasites**

## **Inclement Weather**

Dismissal of school in cases of snow or hazardous roads will be announced over local radio stations: KKJO, KNIM, KXCV, KFEQ, KMA, St Joseph television station KQ2 and through Panther Alerts. Designated snow routes may be followed when school is in session depending on road conditions. It is the parent's responsibility to see that students meet the buses at the proper locations and times. Failure to do so will result in students being counted absent from school.

## **Evacuation**

Students will be bussed to a safe location where parents will be notified as to where to pick their child up. Each student will be released to their legal guardian and signed out.

## **Fire Alert**

The fire alarm signal is a continuous ring of the bell. Students should be familiar with the fire drill instruction for each class. One drill will be performed each semester.

## **Tornado Alert**

The tornado alarm signal is a series of short rings of the bell. Students should be familiar with the tornado drill instruction for each class. One drill will be performed each semester.

## **Accidents**

Accidents, which result in injuries, are to be reported to the office immediately. Students who have minor scrapes or cuts shall report to the nurse's office for first aid treatment. In all accidents of any severity, the parent will be notified. The nurse will keep a report on all accidents.

## **Illness**

If a student is ill, they may go to the nurse's office, and it shall be determined if the parents need to be notified so the student can go home. Students need to receive permission or a pass from their teacher before coming to the office, or the teacher needs to be notified by the nurse of students spending more than one class period in the office.

## **Head Checks for Contagious Parasites**

In the event that an infestation of head lice/nits is found, the student will be sent home from school. The parents/guardians are responsible for getting the infestation corrected before the child returns to school. Upon return to school, school authorities will check the child before the child may return to class.

## **Medication**

Medication should be given at home if at all possible. The parent or guardian must provide the medication in the original prescription bottle plainly marked with:

- Student's Name
- Physician's Name
- Name of Medication
- Dosage
- Time of Administration

Parent should also supply note from physician allowing the nurse or office to dispense medication.

Medication will be stored in a safe, locked storage to prevent misuse or accidental ingestion.

Medication will be administered by the school nurse or other designated persons. Over the counter medications for colds, coughs, headache etc. will not be available from the nurse. Parents may provide unopened containers of medications with dosage administration for their child.

Students are not to carry any medication(s) prescription and/or over the counter on their person, with the exception of prescribed inhalers for asthma. Students need to provide information on the inhalers to the healthcare designee.

## **Student Activities**

### **MSHSAA Participation Requirements**

All athletes must have completed the MSHSAA participation requirements that include a necessary examination by a physician, student information, parent's permission to participate, and student covered insurance verification. This form shall be completed, including proper signature, and turned into the coach or sponsor before the student is permitted to practice or play.

### **Activity Transportation**

When transportation is provided for students to attend extra-curricular activities and/or school activities that are held at another school or place, the following regulations apply to those trips:

- All school rules, regulations, and penalties that apply during the regular school day apply to students on trips to school extra-curricular events or on the Vo-Tech bus.
- All students riding the school provided transportation (bus) to a school event shall ride the school bus back to school after the event is finished. Students may be released to their parents if parents and students sign the release form at the site.
- Students must have written permission of the parent/guardian in order to ride the school bus on a field trip or activity unless it is a regularly scheduled game. (The permission is already granted on the permission form.)

### **Transportation**

In order for students to be transported safely, discipline rules must be established and adhered to by everyone. Driving a school bus, that is much larger than an automobile and transporting not just one, but a large number of students, requires a certain amount of skills and great responsibility. With the cooperative effort of the parents, students, and bus driver we have a safe and efficient transportation system.

Safety is our primary concern. Students shall be expected to follow all bus rules. Please review the transportation guidelines in this handbook so you will be aware of the rules and so that a safe ride can be assured for everyone.

### **Student responsibility on the bus**

- Student shall be on time at scheduled bus stop and wait for bus in a safe manner.
- Student shall wait until the bus comes to a complete stop before attempting to get on or off the bus.
- Student shall go directly to his/her seat, sit down, and stay there until the bus comes to a complete stop at the assigned bus stop or school.

- Carry on items (backpacks, instruments, etc) must be placed on student's lap. Glass items, skateboards, and balloons are not permitted on the bus.
- Student shall obey the rules that have been established for the bus riders.

### **Parents responsibility for bus riders**

- Parent shall make sure that child/children are on time at the bus stop.
- Parent shall instill in their own children, habits of punctuality and correct behavior.
- Parent shall understand the importance in school bus safety and review bus rules with each child.

### **Bus Passes**

Students shall be expected to ride to and from school on the same bus on a regular basis. Exceptions will require a note from parents. The note should contain the following information.

- Student's name
- Regular bus number that student rides
- Destination and bus number wishing to ride
- Phone number to contact person if needed
- Parent signature and date

## **Field Trips**

Students shall be expected to conduct themselves in an orderly fashion and to follow the school bus rules as they do on a daily schedule route. Students who fail to follow the safety rules will receive a misconduct notice.

### **School Bus Rules:**

- To ensure safety, the driver must be in charge at all times. Students must respond promptly to instructions given.
- The use of tobacco, food, or drink on the bus is prohibited. Glass items, oversized objects, skateboards, or balloons (of any kind) are not permitted.
- Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.
- Keep aisles and stairwell clear at all times.
- Never extend any portion of your body out windows. Never throw objects out bus window or inside the bus.
- Do not attempt to get off or move about while the bus is in motion. Always remain seated until the bus stops.
- If you cause damage to the bus, you or your parents must pay for the damage.
- Regular schedules must be observed. The bus cannot wait for tardy passengers. Students should be at the bus stop 5 minutes prior to scheduled pick-up time.
- Wait at the proper stop and never stand in the roadway. If you cross the street or road to board, check for traffic. Cross at least 10 feet in front of the bus, never walk behind the bus.
- Spraying of any kind (pump or aerosol) is not permitted on the bus.
- Students will not be allowed to unload at places other than their designated stop without proper written authorization from the parent and school officials.
- Drivers have the authority to assign seats.
- Students are not allowed to bring animals or insects of any kind on the bus.

- Students are not allowed to go to the mail box until the bus has pulled away from the bus stop.
- Failure to follow these rules may result in loss of transportation.

## **Transportation Discipline Policy High School Student Misconduct**

- Excessive noise
- Excessive tardiness at bus stop
- Destruction of bus property
- Use of profane language/gestures
- Head/arms out of the bus window
- Improper boarding/improper departing
- Refusing to obey driver's instructions
- Scuffling/pushing/tripping/hitting
- Spitting/littering /spraying (aerosol/pump)
- Throwing objects out bus window/throwing objects inside bus
- Rude/discourteous and annoying conduct
- Does not stay seated/not seated properly
- Stealing
- Eating/drinking (non-alcoholic beverages) on bus
- Riding another bus unauthorized
- Nuisance items
- Any item that has sharp or exposed edges

### **Referrals**

- 1<sup>st</sup> = Warning
- 2<sup>nd</sup> = 1 day off
- 3<sup>rd</sup> = Principal's decision

### **Severe Student Misconduct**

Bus riding privileges may be permanently and immediately suspended.

\*Possibility- Law enforcement notified

- Physical assault/fighting
- Possession of drug/alcohol/tobacco
- Gang conduct or activity
- Sexual misconduct/sexual harassment
- Weapons/knives/guns/any object used to commit unsafe act

### **Student Vehicle Registration**

Each student must register each vehicle **EACH SCHOOL YEAR** with the principal's office. Each student must provide his/her driver's license and proof of insurance. The principal's secretary will issue parking permit to display in each registered vehicle.

### **Student Parking**

Students may park only in the parking areas assigned by the principal. Upon arrival at school, all vehicles must be parked and all students must leave the vehicles and go to the

school building. All student vehicles are subject to be searched at the discretion of the administration. No guns allowed in vehicles.

### **Improper Driving of an Automobile on School Property**

Speeding, careless driving or improper parking on the school grounds is not permitted. Disobeying any of the student automobile rules may result in loss of driving privileges.

## **Purpose of Discipline Policy**

Without self-discipline, the cognitive process of an individual becomes distorted and interrupted. Discipline is also an instructional tool that we use to teach students how to socially interact with peers and adults. The purpose of our policy is to ensure a safe and orderly learning environment for students.

The following guidelines are only examples and there is no possible way to cover every infraction that occurs. Therefore the school district reserves the right to punish behavior that is subversive to order and discipline in the school even though it may not be specified in the handbook.

### **General Guide Lines to Disciplinary Policy**

The following measures of discipline will be enforced and every effort will be made to contact parents.

The policies and procedures approved by the Mound City Board of Education will be enforced during the school day and during the hours of extra curricular activities.

#### **Discipline Action Summary**

| <b>INFRACTION</b>       | <b>1<sup>ST</sup><br/>OFFENSE</b>                                | <b>2<sup>ND</sup><br/>OFFENSE</b>                                     | <b>3<sup>RD</sup><br/>OFFENSE</b>                    |
|-------------------------|--|---|--|
| <b>Alcohol</b>          | Admin. Discretion<br><br>Contact Parent & Authorities<br><br>OSS | Expulsion   |  |
| <b>Arson</b>            | 11-180 OSS<br><br>Notification to Superintendent Office          | Expulsion<br><br>Notification to Superintendent Office                |  |
| <b>Assault</b>          | 1-3 days OSS & Contact Authorities                               | 10 days OSS   | Expulsion  |
| <b>Bullying</b>         | Admin. Discretion  | Admin. Discretion   | Admin. Discretion                                    |
| <b>Bus Misconduct</b>   | Bus Suspension   | Bus Suspension  | Bus Suspension or permanent removal                  |
| <b>Careless Driving</b> | Loss of driving privileges for 5 days & Contact Authorities      | Loss of driving privileges for 1 semester i.e. 90 days                | Loss of driving privileges for remaining school year |
| <b>Cheating</b>         | Student receives 0 for that work<br><br>1 day ISS                | Parent teacher conference<br><br>3 days ISS<br><br>2 Saturday Schools | 1-5 days OSS   |

|  |   |                               |                           |
|--|---|-------------------------------|---------------------------|
| <b>Classroom Disruption</b>                    | School Detention                          | 1 day ISS                     | 1-5 days ISS              |
| <b>Defiance</b>                                | 3 days ISS                                | 5 days ISS                    | 1-3 days OSS              |
|  | 2 Saturday Schools                        | 2 Saturday Schools            | Admin. Discretion         |
| <b>Disrespect</b>                              | 3 days ISS                                | 5 days ISS                    | 1-3 days OSS              |
|  | 2 Saturday Schools                        | 2 Saturday Schools            | Admin. Discretion         |
| <b>Extortion</b>                               | Restitution                               | Expulsion                     |                           |
|  | Up to 10 days OSS                         |                               |                           |
|  | Contact Authorities                       |                               |                           |
| <b>Fighting</b>                                | 1-3 days OSS & Contact Authorities        | Up to 5 days OSS              | 10 days OSS               |
|  |   |                               | Admin. Discretion         |
| <b>Forgery</b>                                 | Student receives 0 for that work          | Parent teacher conference     | 1-5 days OSS              |
|  | 1 day ISS                                 | 3 days ISS                    |                           |
|  |   | 2 Saturday Schools            |                           |
| <b>Gambling</b>                                | Parent Conference                         | 1-3 days ISS                  | Up to 10 days OSS         |
|  | Removal of gaming devices                 |                               | Admin. Discretion         |
|  | Contact Authorities                       |                               |                           |
| <b>Gang-Related Activity</b>                   | Parent Conference                         | Contact Authorities           | Up to 10 days OSS         |
|  | Removal of gang items                     | 1-3 days ISS                  | Admin. Discretion         |
| <b>Inappropriate Use of Matches / Lighters</b> | 5 days OSS                                | Suspended for 10 days of more | Administrative Discretion |
|  | Notification to the Superintendent Office |                               |                           |
| <b>Interference with Educational Process</b>   | Conference                                | 1 day ISS                     | 1-5 days OSS              |
|  | Change of clothes if necessary            |                               |                           |
| <b>Obscenities – Printed Media</b>             | Conference                                | 3 days ISS                    | 5 days ISS                |
|  | 1 day ISS                                 |                               |                           |
| <b>Physical Attack on Staff Member</b>         | Expulsion                                 |                               |                           |
| <b>Possession of Controlled</b>                | Admin. Discretion                         | Expulsion                     |                           |

|  |   |   |  |
|--|---|---|--|
| <b>Substances</b>                        | Contact Parent & Authorities<br>OSS                     |   |  |
| <b>Possession of Stolen Property</b>     | Conference<br>1 day ISS                                 | 3 days ISS<br>2 Saturday Schools                        | 1-5 days OSS<br>Contact Authorities                                |
| <b>Public Display of Affection (PDA)</b> | 1 Detention   | Parent Conference<br>3 days ISS<br>2 Saturday Schools   | 1-5 days OSS   |
| <b>Removal from ISS</b>                  | Any offense 1-5 days OSS<br>Administrative Discretion   |   |  |
| <b>Sexual Harassment</b>                 | Parent Conference<br>1-3 days ISS                       | Up to 10 days OSS                                       | Expulsion  |
| <b>Technology Misconduct - Serious</b>   | 1day ISS<br>Loss of technology 1 month                  | 2 days OSS<br>Loss of technology 6 months               | 5 days OSS<br>No technology in Mound City Schools for school year. |
| <b>Theft</b>                             | Restitution<br>Up to 10 days OSS<br>Contact Authorities | 10-30 days OSS  | Expulsion  |
| <b>Tobacco</b>                           | Student meeting with nurse and counselor<br>1 day ISS   | 3 days ISS<br>Parent conference                         | 3 days OSS<br>Admin. Discretion<br>Contact Authorities             |
| <b>Truancy</b>                           | 1-3 days ISS<br>Parent Conference                       | 3-5 days ISS<br>Saturday Schools<br>Contact Authorities | Admin. Discretion<br>Contact Division of Family Services           |
| <b>Vandalism – Mild</b>                  | Restitution<br>1-3 days ISS                             | 3-5 Days ISS days<br>Saturday Schools                   | 1-5 days OSS   |
| <b>Vandalism – Serious</b>               | 3 days OSS<br>Restitution                               | 5 days OSS<br>Restitution                               | 10 days OSS<br>Restitution   |
| <b>Weapons</b>                           | 10 days OSS pending 1 cal. Yr. Admin. Discretion        | Expulsion   |  |



Every situation is different, because of this the administration reserves the right to assign discipline other than that listed if he/she finds it necessary or more appropriate.

### **Alcohol/Possession of Controlled Substances**

The use, sale, transfer, possession, or being under the influence of intoxicants, alcohol and/or physical or mind-altering chemicals (drugs) are prohibited on or in school property, at school sponsored activities or events, or in any vehicle while being used to transport students for the school district.

### **Assault**

A person who attempts to cause or recklessly causes physical injury to another person. (See The New Safe Schools Act of 1996 for full definition.)

### **Bullying**

Bullying may include the following behaviors and circumstances:

- Repeated remarks of a demeaning nature.
- Implied or explicit threats concerning one's physical well-being, grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student.
- Unreasonable interference with a student's performance.
- Bullying can include remarks or threats made via cyber-space on or off campus.

### **Bus Misconduct**

Bus misconduct will be treated the same as school building misconduct with an additional option of suspending the student from riding the school bus. NOTE: Using school district transportation is a privilege.

### **Careless Driving**

Careless driving is defined as driving on school property carelessly or without due caution so as to endanger persons or property.

### **Cheating**

Parent/teacher conference, student receives a zero for that submitted work.

### **Defiance and Insubordination**

Open defiance, refusal to follow instructions or insubordination. The teacher is responsible to initially resolve this type of problem within the classroom by use of intervention strategies.

### **Disrespect**

Disrespectful language, written or spoken, or gestures to staff member, whether in school or out of school.

### **Extortion**

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

### **Fighting**

Fighting occurs when two or more persons voluntarily or by agreement, engage in any fight or violence toward each other.

### **Gambling**

Gambling is possession and/or use of gaming devices, or participating in games of chance while on school properties.

### **Gang-Related Activity**

Any suspicious activity-involving an individual that is considered "gang" activity.

### **ISS - In School Suspension**

The student will be at school, but separated from his/her peers. The student will not eat at their regular lunch time with their peers. The student will work on assigned classroom activities. No computer use is allowed. Failure to follow ISS rules will result in OSS.

### **OSS - Out of School Suspension**

During out of school suspension, students may not take part in school functions and are not allowed on school property, nor will the student be able to make up missed assignments.

### **Public Display of Affection (PDA)**

Inappropriate conduct includes, but not limited to, kissing, hugging, necking, holding hands, petting, arms around each other, etc.

### **Saturday School (SS)**

Saturday Schools will be arranged once per quarter from 8:00 a.m.-12:00 p.m.

### **School Detention (SD)**

School Detentions will be arranged before and after school for 30-minute sessions.

### **Sexual Harassment**

Sexual harassment of students by employees or other students is strictly prohibited. Sexual harassment is defined as unwelcome sexual advances or other verbal or physical conduct of a sexual nature.

### **Theft**

Stealing or attempting to steal, private or school property.

### **Tobacco**

The use or possession of tobacco products including smokeless tobacco and electronic cigarettes.

### **Truancy**

Students who are absent from school without the knowledge and consent of their parent/guardian and the administration, or students who leave school during any session without the consent of the Principal, or any student who is absent from one or more classes without leaving the school grounds shall be considered truant.

### **Vandalism**

Willfully defacing or damaging any school property.

### **Weapons**

All weapons or instruments that have the appearance of weapons are prohibited within all school environments and the school zone, except for educational purposes as authorized.

- Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, R.S.Mo., which is customarily used for attack or defense against another

person; any instrument or device used to inflict physical injury to another person.

First Offense: In school suspension, 1-180 days out of school suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out of school suspension, possible notification of law enforcement officials and documentation in student's discipline record.

- Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

### **Student Due Process Rights**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions that are outlined in the Board Policies covering complaints and grievances.

### **Suspension**

Suspension is the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations. The student and/or parent/guardians may appeal the Principal's decision to suspend the student to the Superintendent.

### **Expulsion**

Permanent removal of a student who consistently refuses to conform to school policies, rules and/or regulations. The student must have a re-admittance conference before returning to school. See Principal for conference procedures.

### **Detention**

Detention is a disciplinary strategy that requires the student to spend extra time before or after school for policy/rules violations. The purpose of detention is to reinforce the importance of following the policies and displaying the appropriate behavior as a deterrent to ISS and OSS. NOTE: assigning teacher will notify parents two days before student will serve detention.

### **Important**

Punishment for each offense mentioned may vary according to the severity of the offense. For example, third and fourth offense punishment may be applied if the misbehavior is extreme even on the first offense.

By Missouri Law, a building Principal may suspend a student from school for a period not to exceed 10 days. The Superintendent may suspend from school for a period not to exceed 90 days. The Board of Education, by Missouri law, may permanently expel a student. In cases involving students who are deemed as habitual offenders, the student and parents will be asked to appear before the Board of Education.

### **Behavior Not Covered**

The school district reserves the right to punish behavior that is subversive to good order and discipline in the school even though such behavior may not be specified in the Student Handbook.

The policies and procedures approved by the Mound City R-II Board of Education will be enforced during the school day and during the hours of extra curricular activities.

This handbook was approved by the Mound City R-II School Board, June 22, 2015.

## **Mound City R-2 Schools Computer Network User's Agreement**

(Revised July 2014)

Internet access is available to the students in the Mound City R-2 School District. The purpose of internet access is to provide vast, diverse, and unique resources. The goal in providing this service to both staff and students is to promote educational excellence by increasing resource sharing, improving access to information, and developing global communications.

The internet, or world wide web, is the commonly used name for an uncontrolled, unregulated group of worldwide networked information resources. With access to computers and communication with people all over the world comes the availability of material that may be considered controversial. Mound City R-2 educators firmly believe the valuable information and interaction available on the worldwide network far outweigh the possibility that users may find material that is not consistent with the educational goals of the school district.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines and network etiquette. These guidelines are provided so that you are aware of the responsibilities you accept when signing the ***Mound City R-2 District Network User's Agreement*** and becoming a user.

### **Terms of Agreement**

1. The use of the network is a **PRIVILEGE** which may be revoked by the administrators of the network at any time for abusive conduct. Such conduct would include, but is not limited to the following:
  - a. Altering of system software
  - b. Gaining information about explosives and other devices to harm individuals
  - c. Accessing and/or placing unlawful or inappropriate information on the computer system
  - d. Accessing and/or placing obscene, pornographic, abusive or otherwise objectionable language or images on the computer system
  - e. Knowingly damaging a computer system, either the software or hardware, could include a financial responsibility to repair the damage
  - f. Downloading files, music, games, or programs (CD music may be listened to using personal headphones at the discretion of the instructor)
  
2. The use of the school's network and computer resources must be in support of education and/or research and be consistent with the educational objectives of the Mound City R-2 School District. Social sites such as Bebo, FaceBook, MySpace, Xanga, Twitter and others do not fall into the category of educational sites because

of the social nature, questionable content, and questionable users that have access to the people registered on those sites. These sites will **not** be allowed to be accessed on school property during school hours. Non-educational use may be limited at any time by the district staff. This agreement applies to all computers and networks in the Mound City R-2 School District.

3. Transmission of any material in violation of any US, State, or local regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening, harmful, and/or pornographic or obscene material. **ANY ATTEMPT TO BREAK THESE LAWS THROUGH THE USE OF THE NETWORK MAY RESULT IN LITIGATION AGAINST THE OFFENDER BY PROPER AUTHORITIES – LOCAL, STATE, OR FEDERAL.**
4. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, an encyclopedia entry or software. Students and staff shall not:
  - a. Copy and forward
  - b. Copy and download
  - c. Copy and paste
  - d. Copy and uploadto/from the network or internet server any copyrighted material without approval by the computer network administrator, a teacher, or school administrator.
5. Any malicious or intentional attempt to alter, harm or destroy data of another user, any network program or equipment which damages or disrupts the computer system, alters normal performance, or causes the Mound City R-2 network system to malfunction will result in cancellation of all computer privileges. This includes the hacking or infiltrating of outside computing systems or networks via the Mound City R-2 network. Only authorized persons are to troubleshoot and fix computers at Mound City R-2.
6. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications (e-mail, etc.) or other computer files sent and received on the school computer network or stored in his/her directory or on disks. The school administration or other employee may, at any time, access any material to review the subject, content, and appropriateness of the electronic communications or other computer files and to edit or remove any material which the administration, at its sole discretion, believes to be objectionable. If warranted, any violation of rules will be reported to proper authorities and the user will be permanently removed from computer privileges.
7. Information service and features contained in the network are intended for the private use of its patrons, and any commercial or unauthorized use of the materials, in any form, is expressly forbidden. Product advertising, sales soliciting, web pages to advertise or sell a service, and political lobbying are prohibited.
8. The Mound City R-2 School District does not warrant that the functions of the system will meet any specific requirement users may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damage (including lost data or information) sustained or incurred in

the connection with the use, operation or inability to use the network. **STUDENTS HAVE THE RESPONSIBILITY OF VERIFYING THE ACCURACY OF ANY DATA ACCESSED FROM THE INTERNET FOR RESEARCH PURPOSES, BUT PLAGERISIM IS NOT ALLOWED, AS THIS IS CONSIDERED STEALING.**

9. Internet access through the network is intended for the exclusive use of students and staff with signed agreements on file. Users are responsible for the use of their password and account and should not share their password or use anyone else's password. If you suspect someone has discovered your password, contact the network administrator, and the password will be changed. Students and staff shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
10. All students will be assigned a district email and used to share and complete assignments. Any communication and sharing performed through the district email accounts will be monitored both at the district and classroom levels. Students in elementary and middle school will not be allowed to use personal email accounts outside of their district account. High school students will be allowed to use personal email accounts outside of their district account. High school students will be allowed to use personal email accounts as determined appropriate by administration and instructor discretion.
11. Shopping via the internet is an ever growing entity. Students will not use the Mound City R-2 network system to purchase items via credit cards or other means over the internet.
12. Viruses and spyware are an ever-increasing problem with computers. Because viruses may spread through internet sites, opening e-mail attachments is not allowed. If a staff member or a student infects a school computer with a virus, he/she will be financially responsible for repairs. Students may use flashdrives to save work for school related materials only.
13. Wireless networking is available at the Mound City R-2 School District, but it will be used by only authorized Mound City R-2 users. Students will not bring to school any device (lap top, iPad, cell phone, etc.) that uses the Mound City R-2 wireless network without the permission of the administration.
14. Punishment for any violation of the internet agreement may include: First offense --- being removed from the computer system for one (1) quarter; Second offense – being removed from the computer system for the rest of the year; and more severe infractions will be dealt with according to the discretion of the school administration.
15. The rules and regulations for computer network usage may be changed from time to time by the administration as needed. Users of the network are subject to these changes.

**Please sign and return the following pages to principal's office.**

**Parent Verification of Student Handbook Receipt**

I, \_\_\_\_\_,

the parent/guardian of \_\_\_\_\_, have read and discussed the Student Handbook with my son/daughter. I verify that I understand and accept policies, rules, and regulations set forth by the School Board.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

\_\_\_\_\_

**Parent/Guardian Verification of Computer Usage Policy**

Please return this page only to Principal's Office.

In signing, I agree to adhere to and abide by the computer usage policy of the Mound City R-II Public Schools and realize the penalties that have been set forth in this policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Full Name (please print): \_\_\_\_\_

School/Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_