

*MGHS Students Are:*

**SAFE**

*physically and emotionally free to develop without harm*

**RESPECTFUL**

*polite and cooperative with peers and staff*

**RESPONSIBLE**

*reliable and honorable*

**INVOLVED**

*actively participate in their own educational success*

*We are* **LEARNERS!**

**2019**

**Mountain Grove High School**



**Student / Parent Handbook**

**2020**

[www.mg.k12.mo.us](http://www.mg.k12.mo.us)

# "Commitment to Excellence"

## DISTRICT VISION

*Every student will realize their unique potential for excellence.*

## DISTRICT MISSION

*The Mountain Grove R-III School District will provide an education that empowers graduates to be adaptive life-long learners.*

## STATEMENT OF BELIEFS

The Mountain Grove R-3 School District believes:

- All students, regardless of their diverse learning abilities, can learn and achieve to their maximum potential.
- Education is a shared responsibility requiring the partnership of staff, students, parents and the community.
- Creativity should be encouraged and nurtured throughout the curriculum.
- Students need to master the essential skills, including technology, to succeed in our global community.
- Students should have opportunities to pursue their individual goals and aspirations.
- Challenge, exploration, risk-taking, initiative, hard work, success, failure, joy and enthusiasm are all part of the learning experience.
- All students and staff members should be treated with dignity and respect.
- Teamwork as well as individual initiative and accomplishments are essential to learning and teaching.
- Effective administration and school leaders support staff and enhance student learning

To achieve its vision and mission, as well as implement its beliefs, the Mountain Grove R-3 School District, working with students, staff, parents and the community, will:

- Provide a comprehensive educational program with high academic standards and systems to support student achievement.
- Provide supports to encourage creativity, student and staff well-being, mutual respect, acceptance of diversity, high standards of behavior, and co-curricular / extra-curricular activities.
- Provide programs to support high achieving students, alternative educational opportunities, and extend learning beyond the classroom.
- Monitor and assess the educational program to assure student achievement is at a high level and to make needed changes to implement the district mission.

August 8 - 9	New Teachers
August 12 - 14	Teacher Work Days
August 15	First Student Day
September 2	No School - Labor Day
September 16	PD Day - No Students
October 11	End of 1st Quarter (40 Days)
October 14	PD Day - No Students
October 16	Parent Teacher Conferences (3:30 pm - 6:30 pm)
October 17	Early Dismissal - PT Conferences (1:30 pm - 7 pm)
October 18	No School
November 25	PD Day - No Students
November 26 - 29	Thanksgiving Break
December 20	End of 2nd Quarter - Early Dismissal (43 Days)
Dec 23 - Jan 3	Christmas Break
January 6	PD Day - No Students
January 7	Second Semester Begins
January 20	No School - Martin Luther King Day
February 3	PD Day - No Students
February 14	No School
February 17	No School - Presidents' Day
March 2	PD Day - No Students
March 12	End of 3rd Quarter (43 Days)
March 13	No School
March 16	No School
April 10	No School - Easter Break
April 13	No School - Easter Break
May 15	Graduation (7 pm in the Arena)
May 19	Last Day - Early Dismissal (44 Days / 170)
June 1 - 26	Summer School (Tentative)

If school is closed for more than 10 days due to inclement weather, the following dates may be used as additional instructional days: Jan 20, Feb 14, Feb 17, March 13, March 16, April 13.

If more school is missed after using the above dates, more day may be added to the end of the school year at the discretion of the school board.

# Mountain Grove R-III Schools

## 2019-2020 Academic Calendar

### Table of Contents

July 19							August 19							September 19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October 19							November 19							December 19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

January 20							February 20							March 20						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

April 20							May 20							June 20						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				

<p>Vision Statement ..... 1</p> <p>School - Parent - Student Compact ..... No. #</p> <p>Parent Responsibilities ..... No. #</p> <p>Student Responsibilities ..... No. #</p> <p>MGHS Pledge ..... No. #</p> <p>Bell Schedule ..... 2</p> <p>Behavioral Expectations ..... 2</p> <p>Educational Program ..... 3</p> <p>Honor Roll Requirements ..... 3</p> <p>Reports to Parents ..... 3</p> <p>Graduation Requirements ..... 3</p> <p>Grade Classification ..... 4</p> <p>Special honors and Awards ..... 4</p> <p>Mountain Grove Honor Seal ..... 4</p> <p>Early Graduation ..... 4</p> <p>Student Drug Testing Policy ..... 4</p> <p>Student Opportunities ..... 5</p> <p>Activities ..... 5</p> <p>Clubs ..... 5</p> <p>School Sponsored Activities ..... 5</p> <p>Schedule Changes ..... 5</p> <p>Attendance Policy ..... 5-6</p> <p>Attendance and School Day Activities ..... 6</p> <p>Check Out Procedure ..... 6</p> <p>Arrival and Dismissal ..... 6</p> <p>Absences ..... 6</p> <p>Tardy To Class ..... 6</p> <p>Tardy to School ..... 6</p> <p>Attendance Awards ..... 7</p> <p>College Visits ..... 7</p> <p>Moving From the District ..... 7</p> <p>Dropping From School ..... 7</p> <p>Transfer of Credit From Another School ..... 7</p> <p>Special Education Services ..... 7</p> <p>Media Center ..... 7</p> <p>Guidance and Counseling ..... 7-8</p> <p>Testing and Assessments ..... 8</p> <p>Nurse ..... 8</p> <p>Mo HealthNet for Kids Program ..... 8</p> <p>Computer Usage ..... 8</p> <p>Accidents at School ..... 8</p> <p>Visitors to the School ..... 8</p> <p>School Cancellations ..... 8</p> <p>Fire, Earthquake, Tornado, and Lock-Down Drills ... 8-9</p> <p>PAWS (People Acheiving Winning Skills) ..... 9</p> <p>Missouri Option Program ..... 9</p> <p>Alternative Learning Center ..... 9</p> <p>A+ Schools Program ..... 9</p> <p>Tutoring Program ..... 9</p> <p>Substitute Teachers ..... 9</p>	<p>School Equipment and Supplies ..... 9</p> <p>Lockers ..... 9</p> <p>Student Vehicles and Parking Permits ..... 10</p> <p>Bus Transportation ..... 10</p> <p>Telephone ..... 10</p> <p>Hot Lunch Program ..... 10</p> <p>Student Meals ..... 10</p> <p>Teacher Assistants ..... 10</p> <p>Dress for Success ..... 10-11</p> <p>Student Dress ..... 11</p> <p>Electronic Communication ..... 11</p> <p>Why Bring Your Own Device (BYOD) ..... 11</p> <p>What is the "D" in BYOD? ..... 11-12</p> <p>Student Valuables ..... 12</p> <p>Student Conduct on Buses ..... 12</p> <p>Discipline Policies and Procedures ..... 12-13</p> <p>Student and/or Parent Conference ..... 13</p> <p>Loss of Privileges ..... 13</p> <p>Referral to Counselor ..... 13</p> <p>Lunch Detention ..... 13</p> <p>Disciplinary Assignment Packets ..... 13</p> <p>In School Suspension (ISS) ..... 13</p> <p>Out of School Suspension (OSS) ..... 13</p> <p>Student Expulsion ..... 13</p> <p>Student Discipline Code ..... 14-17</p> <p>Special Education Students ..... 17</p> <p>Drug Policy ..... 17</p> <p>Disciplinary Guidelines ..... 17</p> <p>Notice Regarding Searches ..... 18</p> <p>Extra-Curricular Philosophy ..... 18</p> <p>MSHSAA Information ..... 18-19</p> <p>Additional Policies and Procedures</p> <p>Public Notice ..... 19</p> <p>Non-Discrimination Notice ..... 19-20</p> <p>Notification of Rights (PPRA) ..... 20-21</p> <p>Special Education Services ..... 21</p> <p>Hazing and Bullying ..... 21</p> <p>Sexual Harassment ..... 21</p> <p>Homeless, Migrant, ESL Program ..... 22</p> <p>Asbestos Management Plan ..... 22</p> <p>Every Student Succeeds Act (ESSA) ..... 22-23</p> <p>Complaint and Appeals Procedure ..... 22-23</p> <p>MO Parent Information Resource ..... 23-24</p> <p>Student Records ..... 24-25</p> <p>Parental Notification to Access Public Insurance ... 25-26</p> <p>Family Educational Rights (FERPA) ..... 26-27</p> <p>Trauma Informed School Initiative ..... 27</p> <p>School Calendar ..... 28</p> <p>School Calendar ..... 29</p>
---	---

# Mountain Grove High School Vision Statement

**Mountain Grove High School** is committed to working with administrators, teachers, support staff, parents and students in a constructive and collaborative manner to provide the most enriching and enlightening education possible that will produce students who are:

- College Ready
- Career Ready
- Life Ready

## Defining Goals

We envision a **School** that fosters a safe learning environment and state of the art facilities that are conducive to student learning.

We envision **School Administrators** who share a commitment to high academic standards through strategic planning to enhance student achievement, promote ongoing teacher and staff professional development, develop and sustain a rigorous curriculum designed to meet the challenges of Missouri Learning Standards, ACT, EOC, and TSA testing requirements, and continue to provide an array of extracurricular activities to include sports, civic, and academic clubs designed to enrich student life experiences.

We envision **Teachers** who will continue to explore technology and other innovative strategies to prepare students to meet the demands of Missouri Learning Standards, ACT, EOC, and TSA testing requirements. More importantly, teachers will continue to provide a classroom curriculum that will foster high academic achievement and prepare students for the challenges of real life.

We envision a **Support Staff** that will continue to provide an array of high quality services: Transportation, Food Preparation, Technology, Maintenance, and Custodial support that will promote an environment that enhances student learning.

We envision **Parents** who will continue to participate in all facets of their children's education inside and outside of the classroom. Parents will support the school with their time, energy, creativity, and financial assistance to the extent possible. Parents will work with Administrators and Teachers to promote a team approach designed to provide the most enriching and enlightening education possible.

We envision a **Curriculum** that will clearly define expectations and achievement standards for students in the areas of assessments, standardized tests and graduation requirements. This curriculum will be rigorous, promoting the highest student achievement in core subject areas of English, Mathematics, Science and Social Studies and yet offer ample course diversity in Fine Arts, Practical Arts, and varied Skilled Technical Science Courses.

We envision a **Body of Students** who will be challenged by a curriculum that will promote the highest standards of academic achievement. Furthermore, students will continue to develop their creativity, social interaction, and leadership skills in and out of the classroom. Students will build confidence and refine their skills to better prepare themselves for the challenges of college, career, and life.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local education authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
- For additional information see board policy JO and Procedure JO-AP1.

## Trauma Informed Schools Initiative

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative, for more information go to <https://dese.mo.gov/traumainformed>.

# MOUNTAIN GROVE R-3 SCHOOLS

## SCHOOL-PARENT-STUDENT COMPACT

The Mountain Grove R-3 School District, and the parents of students participating in Title IA activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

### School Responsibilities:

The Mountain Grove High School and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet academic standards as follows –
  1. Retain highly qualified principals and teachers,
  2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
  3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to –
  1. Discuss the child's progress/grades and achievement
  2. Discuss this compact as it relates to the child's achievement
- Provide parents with frequent reports on their child's progress as follows –
  1. Mid-quarter report sent from the school, and
  2. Quarterly grade cards/reports sent home by the school.
  3. Maintain up to date records for Parents on Line (POL).
- Be accessible to parents through –
  1. Phone calls, e-mails, or person-to-person meetings,
  2. Scheduled consultation before, during conference/planning blocks, or after school, and
  3. Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows –
  1. Listen to children read,
  2. Help with classroom decorations, art projects, etc.
  3. Present a program on your culture, a different country, etc., and
  4. Assist with holiday programs or parties, educational trips, etc.

---

Principal \_\_\_\_\_ Date \_\_\_\_\_

---

Teacher \_\_\_\_\_ Date \_\_\_\_\_

(Reference Copy)

### Do I need to do anything?

You will be asked to provide a one-time written parental consent to release information from your child's educational records or information about the services your child receives through his or her IEP. This information is needed for the purpose of billing MO HealthNet and seeking partial reimbursement for some medically-related IEP services.

### What type of information will be in the consent form?

The consent form must tell you the personally identifiable information that may be disclosed (including your child's name, birth date, Medicaid number or other ID, disability, IEP and evaluations, type of service, times and dates of service, and progress notes), the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

### What does it mean if I give my consent?

By consenting you state that you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of your IEP services and that the necessary information about your child and his/her IEP services may be shared with MO HealthNet Division, a contracted billing agent, and/or a physician to obtain supporting documentation (e.g. physician scripts, referrals) in order for the billing to be done. There will be no cost to you for the services.

### Can I be required to enroll with MO HealthNet Division (MHD) for public insurance?

You cannot be required to sign up for or enroll in public insurance for your child to receive free appropriate public education, including IEP services.

### Will my consent affect my family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit or reduce lifetime coverage or benefits, change eligibility, affect benefits, count against visit or funding limits in MO HealthNet programs, or increase costs to you.

### What if I change my mind?

You have the right to withdraw consent to disclose your child's personally identifiable information to MO HealthNet Division for billing purposes at any time.

### Will my consent or refusal to give consent affect my child's IEP services?

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for the purposes of the school accessing your MO HealthNet benefits.

### What if I have a question?

Please call your school district's Special Education Department with questions or concerns.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

(1) The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees

and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

**Parent Responsibilities**

I, as a parent or guardian, will support my child’s learning in the following ways:

1. Make sure they are in school every day possible and on time.
2. Check that homework is completed daily.
3. Monitor the amount of television watched, internet access/time, and/or video game time.
4. Volunteer in my child’s classroom/school, when possible.
5. Be aware of my child’s extracurricular time and activities.
6. Stay informed about my child’s education by reading all communications from the school and responding appropriately.
7. Regularly check the school district webpage for information and the district calendar for events appropriate for my child and/or myself to participate.
8. Provide a home environment that encourages my child to learn.
9. Communicate regularly with my child’s teachers.
10. Sign up and access regularly the Parents on Line (POL) to check assignments/progress for my child.
11. Support the school in developing positive behaviors.
12. Show respect and support for my child, the teacher and the school.

---

Parent(s)/Guardian(s) Date

**Student Responsibilities:**

I, as a student, will share the responsibility to improve my academic performance to meet standards and will:

1. Attend school every day possible and be on time.
2. Always try to do my best in work and in my behavior.
3. Work cooperatively with my classmates.
4. Follow the Schoolwide Behavior Matrix.
5. Be respectful toward others.
6. Do my homework every day and ask for help when I need it.
7. Read at least 30 minutes every day outside of school time.
8. Give all notes and information from my school to my parent/guardian daily.

---

Student Date

(Reference Copy)

2. Annual public notice should be presented to parents/guardians of students attending school in the district that “Directory Information” will be released to the various communication media of the media of the district as deemed necessary by school officials. “Directory Information” includes the following information relating to the student: the student’s name, participation in officially recognized extracurricular activities, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If a parent, guardian or eligible student does not want information of this type released, written notification must be sent to the principal of the school where the student attends.

**E. Release of Student Records**

1. If a student’s record is requested by an official of another school system or educational agency as defined in state statute, the record may be released. However, written authorization to release the record will be sought and encouraged from the parent guardian if the student is unmarried and under 18 years of age. Otherwise, the authorization will be sought from the student. Requests in writing for records will be considered as a release by an individual applying for school admission or employment.
2. Information from student files will not be available to unauthorized persons within the school or to any person outside the school without the express consent of the student or the parents/guardians except to comply with a judicial order or subpoena or in cases where the safety of persons or property is involved.
3. Both natural parents of the student shall have access to the student’s records regardless of their marital status, unless a court order or divorce decree removes one parent’s right to have knowledge about and/or to participate in the child’s education.
4. Copies of the records of currently enrolled students will be made available to authorized personnel upon request.
5. A fee of \$1.00 per copy of official records will be assessed to all graduates or other students who have terminated their education.

**F. Appeals Procedures**

The following appeals procedure shall be used for the correction or deletion of inaccurate, misleading or inappropriate data in a student’s record.

1. Parents and/or legal guardians or students 18 years old or older, after inspection of school records, may petition the appropriate principal(s) in writing for an informal hearing to determine the accuracy and/or content of the student’s school records.
2. The principal(s) will, within 10 working days of the written request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence supporting the petition, and provide a decision to those concerned.
3. If not satisfied, the petitioner may request, in writing, that the superintendent of schools review the case and determine appropriate action within 30 working days.
4. If not satisfied, the petitioner may submit a written request to the superintendent for a formal hearing before the Board of Education. The Board of Education will have 30 working days in which to arrange for and hold the hearing. The Board of Education will make a final decision in regard to the status of the student’s records and the material contained therein.

**G. Formal evaluation Pursuant to Diagnostic Referral**

“Formal Evaluation” means evaluation, interviewing or testing procedures used selectively with an individual student and does not include basic tests administered to or used with all students in a school.

1. A formal “permission to evaluate” form must be signed by the parent/guardian who has legal custody for the student prior to formal evaluation.
2. Upon waiver of parental rights (age 18) the student must sign the “permission to evaluate” form pursuant to formal evaluation.
3. Parents/guardians will receive a copy of the district’s due process procedure along with the “permission to evaluate” form.
4. If permission to evaluate is not granted within ten(10) days by the parent/guardian, the due process procedure as applicable under P.L. 94-142 and the Education of the Handicapped Act of 1975 will be in effect. Adopted: July 15, 1985  
Cross Refs: IGBA, Programs for Handicapped Students. JHDA, Psychological Testing of Students Annual Local Education Agency Compliance Plan under Part B of the Education of the Handicapped Act, as amended by P.L. 94-142  
Legal Refs: P.L. 90-247, Family Educational Rights and Privacy Act of 1974 P.L. 94-142, The Education for All Handicapped Children Act of 1975.

Mountain Grove R-III School District.  
Mountain Grove, Missouri

**PARENTAL NOTIFICATION TO ACCESS PUBLIC INSURANCE**

Dear Parent(s)/Guardian(s):

For a number of years, Missouri has participated in a Federal program called Medicaid School-based Services. The program helps school districts by providing partial reimbursement for some medically-related services listed on a student’s Individualized Education Program (IEP). Under the Individual with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed and now school districts must provide parents with written notification before they access your public insurance for the first time and then every year thereafter. This notification is to inform you of the requirements under the Individuals with Disabilities Education Act (IDEA), regarding written notification and consent to access public insurance, such as MO HealthNet (Medicaid).

Building upon existing, high-quality parent education and early education services and programs, the Missouri PIRC works closely with the state department of education to provide parents timely, accurate information so that they better understand Missouri's accountability system and the options and choices in No Child Left Behind. The PIRC training and technical assistance components assist parents and schools in strengthening their parent involvement policies, plans, and activities.

The Missouri PIRC employs a number of strategies and activities to share information and resources, including parent trainings, workshops, toll-free hotlines, print materials, and web sites. The Missouri PIRC also coordinates various Federal, State and local parental involvement initiatives. The goals of the Missouri PIRC are:

- to improve parents' ability to support their child's academic achievement
- to expand and strengthen partnerships among parents, schools and community organizations
- to coordinate a statewide comprehensive approach to improve student learning through parental involvement.

## STUDENT RECORDS

A. Each student's official school record will include the following.

- Cumulative educational records to be retained permanently:
  - Name and address of parents/guardians (School district personnel may require an affidavit stating the individual who has legal guardian of the child).
  - Verification of date and place of birth.
  - Dates and record of school attendance.
  - Course enrollment and grades.
  - Participation in extracurricular activities.
  - Achievement and/or standardized test data.
  - Date of graduation or withdrawal.
  - Record of disclosure and inspection.
- The following records of verifiable information are to be retained during the student's school career.
  - Medical/health data (These must be retained for a period not less than two years beyond separation from the district.)
  - Individual psychological evaluation (gathered with written consent of parents)
  - Individual intelligence tests, tests for learning disabilities, etc. (special education related).
  - Other verifiable information to be used in educational decision making.
- Students who have received services under P.L. 94-142 and/or the Education of the Handicapped Act of 1975 shall have a special services student folder included in the cumulative folder which meets the provisions of the district's compliance plan.

B. Maintaining Student Records

- Transcripts of the scholastic record will contain only true factual information. The schools will confine its record-keeping to tasks with clearly defined educational ends.
- Items listed under A-1 will be retained for 100 years. Those listed under A-2 will be retained during the student's school life and destroyed at graduation unless school law imposes other restrictions.
- Teacher staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.
- Student records will be considered as current educational and/or therapeutic tools and will be available only for use as such.
- Official records are distinguished from "private notes" or "working notes" in that the latter consist of data collected for the use of the collector only.
- Each student's cumulative educational record is maintained in the principal's office. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in areas directly related to the instruction of students.

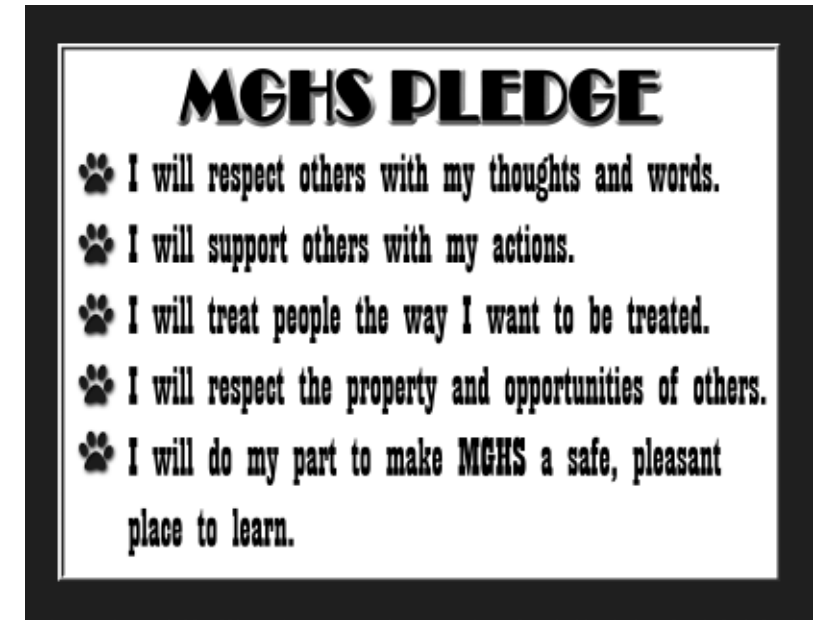
C. Review of Student Records

- A student of age (18 years of age or older) or the parents/guardians will have access to the student's records under administrative supervision during those times the school is normally in session unless arrangements for another time have been made in writing. The student of age or parents/guardians have the unique right to inspect the academic record and are entitled to an explanation of any information recorded on the record. School officials are obliged to define or interpret, but not necessarily justify or defend material contained in student records. Examination of the record will be permitted under conditions which will prevent its alteration or mutilation.
- If the student of age or parents/guardians are in disagreement with the data on the student's record they may challenge the information by following the appeals procedures outlined in Item F of this regulation.
- Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will insure that such use will be limited to specific needs for providing the student with educational and welfare services.

D. Annual Notification of Rights to Parents/Guardians and Students

- A summary of the major provisions of the Family Educational Rights and Privacy Act shall be placed in appropriate student handbooks and local newspapers in the fall as required by federal statute and regulations.

Please sign below indicating that you have read and understand the school policies stated in your 2019-2020 Mountain Grove High School Student Planner.



I, \_\_\_\_\_ (student's name) \_\_\_\_\_ (grade)

have read and understand the school policies stated within the MGHS planner.

\_\_\_\_\_ (student signature) \_\_\_\_\_ (date)

\_\_\_\_\_ (parent/guardian signature) \_\_\_\_\_ (date)

Please detach this page and return it to your first period teacher upon completion. If you have MSU or work release, return this page to Mrs. Peterson, High School counselor.

## 2019-2020 Bell Schedule

- FIRST PERIOD:** 7:50 AM - 8:40 AM  
**SECOND PERIOD:** 8:45 AM - 9:17 AM ( RtI/Enrichment)  
**THIRD PERIOD:** 9:20 AM - 10:10 AM  
**FOURTH PERIOD:** 10:15 AM - 11:05 AM  
**FIRST LUNCH:** 11:05 AM - 11:25 AM (CLASS: 11:30 AM - 12:24 PM)  
**SECOND LUNCH:** 12:04 PM - 12:24 PM (CLASS: 11:10 AM - 12:40 PM)  
**FIFTH PERIOD:** 11:10 AM - 12:24 PM  
**SIXTH PERIOD:** 12:29 PM - 1:19 PM  
**SEVENTH PERIOD:** 1:24 PM - 2:14 PM  
**EIGHTH PERIOD:** 2:19 PM - 3:09 PM

<b>MOUNTAIN GROVE HIGH SCHOOL &amp; OZARK MOUNTAIN TECHNICAL CENTER BEHAVIOR EXPECTATIONS</b>				
I am...	SAFE	RESPECTFUL	RESPONSIBLE	INVOLVED
<b>All Settings</b>	*Respond promptly to adult directions. *Follow all school rules. *Report any concerns, including bullying. *Ask permission to leave any setting.	*Use polite and positive language with adults and students. *Show care, kindness, and respect for others and their property. *Consider the needs of others. *Maintain personal space. * Student dress and grooming to be neat, clean and in good taste.	*Be at school and each class on time. *Maintain 95% attendance. *Complete all work. *Have what you need when and where needed. *Keep setting clean and free of clutter.	*Engage in activities in appropriate manner. *Strive to do <u>your</u> best.
<b>Classroom</b>	<b>Every teacher defines rules based on Be a Safe, Respectful, Responsible, and Involved Learner.</b>			
<b>Hallways</b>	*Walk on the right-hand side. *Stand out of the way of hallway traffic.	*Walk quietly so others can continue learning. *Consider others' feelings by kind words and actions.	*Return to class promptly when changing classes.	*Keep noise and motion to a minimum.
<b>Cafeteria</b>	*Enter the hot line through the hall door. *Enter the global express line through the doors by the vending machine.	*Stand in a single file line. *Let lunch staff know when getting extra food. *Place gum in the trash can, not on the tray.	*Keep your lunch bill under \$15. *Have lunch card ready. *Put trash and tray in proper location when finished eating. *Pick up all items needed on the first trip.	*Partake in healthy eating habits. *Use proper manners.
<b>Bathroom</b>	<b>FLUSH</b>	<b>HUSH</b>	<b>WASH</b>	<b>RUSH</b>



I am a LEARNER!



### 2. Who may file a complaint?

Any individual or organization may file a complaint.

### 3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

### 4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

### 5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

### 6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

### How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
- 7. How are complaints related to equitable services to nonpublic school children handled differently?**  
In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
- 8. How will appeals to the Department be investigated?**  
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

### 9. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**10. For more information regarding certain complaint procedures for federal programs see board policy KLA.** Additionally, Mountain Grove R-III School District receives Title I funds, parents may receive upon request, information regarding their child's teachers certification in relation to what they are teaching, per board policy GBL.

### MISSOURI PARENT INFORMATION RESOURCE CENTER [www.missouri-pirc.org](http://www.missouri-pirc.org)

The Missouri PIRC serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote their children's achievement in school. A collaborative effort of **LIFT** (Missouri's Literacy Resource Center), the **Parents as Teachers National Center, Inc. (PATNC)**, **ParentLink, Practical Parenting Partnerships (PPP)**, **Missouri's Department of Elementary and Secondary Education (DESE)**, and the **St. Louis Public Schools**, the Missouri PIRC disseminates parent-related information to parents in all areas of the state. On another level, the Missouri PIRC partners provide intensive services targeted to parents in urban and rural communities in Missouri with children attending low-performing schools. During this three-year project, more parents will receive information and training to help them better understand Missouri's accountability system, their options and choices, and ways to improve their ability to help their children succeed in school.



## HOMELESS/MIGRANT/ESL STUDENT PROGRAM

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students, per board policies IGBCA, IGBCB, and IGBCB.

The Mountain Grove R-III School District recognize that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state law and the Stewart B. McKinney Homeless Assistance Act will give special attention to ensure that homeless children in the school district will have access to a free, appropriate public education.

For further information concerning coordination of these programs please contact:

Special Services, Mountain Grove R-III School District  
207 East Fifth, Mountain Grove, MO. 65711  
417-926-3177

## ASBESTOS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act of 1986 requires schools to notify parents/guardians of the location and availability of the Asbestos Management Plan, procedure EBAB-AP1. The Asbestos Management Plan of the Mountain Grove R-III School District is located in the District’s Central Office, 207 East Fifth, Mountain Grove, Missouri 65711. Each school within the district also maintains a copy of its Management Plan in the administrative office. The Management Plan is available, by appointment, for public inspection during regular business hours. Appointment must be honored by the School District within five days of receipt of written request. The Mountain Grove R-III School District has designated the following person to be responsible for the Management Plan. Questions should be directed to:

Director of Maintenance, Mountain Grove R-III School District  
207 East Fifth, Mountain Grove, MO 65711  
417-926-3177

## Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA)

### COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

#### General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

#### Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

#### Complaints filed with LEA

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

#### Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

#### 1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

## Educational Programs

Mountain Grove High School offers vocational and college preparation programs that meet the needs of students in the district. Over 125 units of credit are available from which to choose courses in grades 9 through 12. Professional staff members are employed to assist in learning and in directing the school. Among these professionals are various specialists to help with special problems. Your school is accredited “AAA” by the Missouri State Department of Education.

### Academics

#### Grade Classifications

Freshman (9th) 0 - 7 credits  
Sophomore (10th) 7.5-14.5 credits  
Junior (11th) 15 - 20.5 credits  
Senior (12th) 21+ credits

### Grading

#### Regular

A = 4.0000 C=2.0000  
A- = 3.6667 C=1.6667  
B+ = 3.3333 D+=1.3333  
B = 3.0000 D= 1.0000  
B- = 2.6667 D-=0.6667  
C+ = 2.3333 F=0.0000

### Honor Roll Requirements

The honor roll will be compiled on a semester basis only.

1. Those students who have a semester GPA of 3.65 - 4.0 will receive Principal’s Honor Roll.
2. Those students with a semester GPA of 3.25 - 3.64 will receive Honor Roll.
3. Students receiving a ‘D’ or ‘F’ will not be considered for the Honor Roll.
4. Students enrolled in less than six units of credit will not be considered for the Honor Roll.

### Reports to Parents

Grade Reports. Grade cards are provided every nine weeks. Only semester grades are entered on the permanent records. Parents should study the reports with the student. Do not hesitate to contact the school if you have any question or if a conference is desired with a teacher or administrator. *Grade cards will not be available if a student owes money to the school.*

A grade summary will be given to students every three weeks. This allows students time to improve their performance before the grade report is issued.

Responses by Parents to Reports or Correspondence. If parents have questions concerning any report, they should telephone the Principal’s office for an answer or appointment. We encourage an open line of communication between home and school. Please contact the office if questions arise regarding a document received from the school. No response within five days typically indicates an understanding of a report or correspondence.

**School Webpage:** [mg.k12.mo.us](http://mg.k12.mo.us)

### Graduation Requirements

All students must meet the minimum requirements to graduate from Mountain Grove High School. These requirements are determined by the laws of the State of Missouri and the local Board of Education.

ENGLISH-4	SCIENCE-3	SOCIAL STUDIES-3	MATHEMATICS-3
English I	Physical Science	American History	*Algebra I
*English II	*Biology I	World History	Geometry
English III	Elective	*Government	*Algebra II
Elective		Elective	

PHYSICAL EDUCATION (1)

HEALTH (.5)

PERSONAL FINANCE (.5)

FINE ART (1)

PRACTICAL ART (1)

ELECTIVES (8)

**TOTAL CREDITS = 25**

#### \*Required • End-of-Course Exams

- One or More of the following completed - ACT, ASVAB, and/or Work Keys

#### NOTE:

6 Credits of Carpentry = 1 Math Credit (may not replace Algebra I)

3 Credits of Agriculture = 1 Science Credit (may not replace Biology I)

3 Credits of Health Occupations = 1 Science Credit (may not replace Biology I)

**NOTE:** All credits must be earned in grades 9 - 12. Students must also pass a test on the United States and Missouri Constitutions. Beginning with Class of 2021 pass Civics Exam. Only those students who have met all the requirements for graduation will be allowed to participate in the Commencement Program. Those who have not completed all requirements will not participate, per board policy IKF.

## **Grade Classification**

Students will be classified by grade, based on credits earned, as follows:

Freshmen (Grade 9) No Minimum

Sophomore (Grade 10) Minimum of 5.5 Credits

Junior (Grade 11) Minimum of 12.0 Credits

Senior (Grade 12) Minimum of 19.0 Credits

## **Special Honors and Awards**

***Academic Awards Criteria:*** Students are eligible their freshman, sophomore, junior and senior years. Students must maintain the minimum grade point average in both semesters of the academic year to receive an award. The first year a student earns an academic award they receive their Academic Letter + Academic Award.

3.65-4.00 G.P.A. = Academic Lamp; 3.25-3.64 G.P.A. = Academic Bar

## **Mountain Grove Honor Seal**

In order to graduate with the Mountain Grove Honor Seal, students must have a cumulative 3.0 grade point average, no F's on transcript, and 95% cumulative attendance rate. Courses needed are: English (English I, English II, English III, English IV CP or above college course)

3 Mathematics (Algebra I, Algebra II, Geometry or above college course)

3 Science (Biology, Chemistry and either Anatomy/Physiology, Biology II, Chemistry II, or above college course)

3 Social Studies (American History, World History, Government, Elective or above college course)

1 Fine Arts

1 Practical Arts

1 Physical Education

5 Health

1 Computer Apps/Technology (Computer Applications I/II, Computer Hardware, Desktop Publishing, Graphic Design, Intro. to Networking, Multi-Media, Operation System

Technology, Web Design

2 Foreign Language

5 Personal Finance

7 Electives

27 **Total Credits**

## **Early Graduation at Mid-Year**

Students who wish to graduate ahead of their class at mid-year in December shall indicate their intentions in the school office by the end of their junior year. Student must have a minimum of 21.5 credits upon completion of their junior year in order to be considered for the Early-Out option. Early out students will not be considered in the top ten percent of the class or for Summa Cum Laude, Magna Cum Laude or Cum Laude, per board policy IKFA.

## **Student Drug Testing Policy**

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs, and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems, and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extra-curricular and/or co-curricular activities due to safety concerns. This policy is intended to supplement and complement all other policies, rules, and regulations of the Mountain Grove R-III School District regarding possession or use of illegal drug.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

Random Drug Testing – Participation in extracurricular and/or co-curricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs, and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), all co-curricular activities, extracurricular activities, including but not limited to all school sponsored clubs. This policy will also cover any new clubs or organizations that may arise. Student dances are not considered an extracurricular and/or co-curricular activity. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

·*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The Mountain Grove R-3 School district has developed and implemented policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes, board policies JHC, JHDA, KI. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Mountain Grove R-3 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Mountain Grove R-3 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

·Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

·Administration of any protected information survey not funded in whole or in part by ED.

·Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office, U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

## **SPECIAL EDUCATION SERVICES**

Services for the following handicapping conditions are provided

by the Mountain Grove R-III schools:

Intellectually Disabled

Emotionally Disturbed

Autism

Orthopedic or Health Impaired

Learning Disabilities

Visually Impaired

Traumatic Brain Injury

Young Children with Development Delay

Speech/Language Disorders

Multiple Disabilities

Hearing Impaired

Other Disabilities as noted by federal laws

We can help these children through an Individual Education Plan (IEP). Our goal is to provide a free and appropriate education in the least restrictive environment for all our special needs students ages 3 to 21, per board policy IGBA.

## **HAZING AND BULLYING**

In order to promote a safe learning environment for all students, the Mountain Grove R-III School District prohibits all forms of hazing, bullying and student intimidation per board policy *JFCF*. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with board policy *JG-R*. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

## **SEXUAL HARASSMENT**

The School District is committed to providing an environment free from intimidation, hostile behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited per board policy *AC-R*. Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken., up to and including suspension and/or expulsion of student or suspension and/or termination of employee.

**Reporting:** The district’s nondiscrimination policy and grievance forms are located on the district’s website at mg.k12.mo.us or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district(s) nondiscrimination policies:

Support Services Director  
207 East Fifth, Mountain Grove, MO. 65711  
417-926-3177

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent of Schools  
207 East Fifth, Mountain Grove, MO 65711  
417-926-3177

Inquiries may also be made to the U.S. Department of Education’s Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights  
Phone: 816-268-0550 ~ TDD: 800-877-8339 ~ E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission  
Phone: 800-669-4000 ~ TTY: 800-669-6820 ~ E-mail: info@eeoc.gov

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410  
Phone: 866-632-9992 ~ Fax: 202-690-7442  
TDD: 800-877-8339 ~ E-mail: program.intake@usda.gov

U.S. Department of Justice  
Phone: 202-514-4609 ~ TTY: 202-514-0716 ~ E-mail: AskDOJ@usdoj.gov

Missouri Commission on Human Rights  
Phone: 877-781-4236 ~ TDD: 800-735-2966  
Relay Missouri: 711 or 866-735-2460 ~ Email: mchr@labor.mo.gov

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

### **Student Opportunities**

#### **Student Council**

Student council is composed of elected students from the entire student body and all class officers. The council meets regularly to discuss and study various student interests. Get to know your representative and let him/her know your problems and feelings concerning council activities.

#### **Activities**

Meetings will be held during the school day according to schedule provided by high school office. Additional meetings may be scheduled before or after school by the advisor, as needed. Class meetings will be scheduled as needed during the school day. Any student in detention/suspension will not be permitted to participate in any school function the day(s) of the detention/suspension.

#### **Clubs**

Academic Team, Distributive Education Clubs of America (DECA); American Welding Society; Family Career and Community Leaders of America (FCCLA); Foreign Cultures Club (FCC); Future Farmers of America (FFA); Key Club; National Honor Society (NHS); Student Council; Visual Artist’s Society; National Technical Honor Society; Math and Science Club; Stand for the Silent (SFTS); Science Olympiad; Spirit Club; Skills USA; Teenage Republicans (TARS); Fellowship of Christian Athletes (FCA); Industrial Arts Club; Future Business Leaders of America (FBLA); Drama Club; BETA Club; Constitution Project.

These organizations are available to all students. All have open membership except National Honor Society, and Science Olympiad. Participating in extra-curricular activities is an excellent learning experience while making school more fun.

#### **School Sponsored Activities**

1. Any school sponsored activity must be scheduled through the office.
2. Any items that will be displayed in the community must be approved through the office.
3. All activities should be on the school calendar at least one week prior to the event.
4. Any Mountain Grove student who wishes to bring a guest to a school function who is not enrolled at MGHS must get approval from the office (dances, etc.).
5. Sponsors of the organization will be responsible for organizing clean-up and the return of all borrowed items and equipment.
6. Students who leave the function before it is over will not be allowed to return.
7. School accounts hold all money for school sponsored organizations and clubs.
8. Check-Out procedures for after ballgames, contests, etc. Transportation is provided to various school activities. Teams and groups will use this transportation to and from the designated activity. A student’s parent/guardian may contact the sponsor personally for the student to ride with the parent/guardian. The parent/guardian takes the responsibility for the student. This is a safety precaution.
9. Students who are absent 3 or more periods during the day of a contest will not be allowed to participate in the contest/event without administrator approval.

#### **Schedule Changes**

Fall semester schedule changes will be conducted the first two school days of August provided the following:

1. It is possible in terms of the student’s existing schedule and the change will not overload a particular class.
2. The change results in a reasonable program of study.
3. The change is approved by the parent, counselor, and an administrator.

Second semester schedule changes will be conducted the week prior to the first semester ending.

**DROP DEADLINE:** Following the 1st four weeks of class during a semester, course(s) dropped will be recorded as an “F” unless the change was initiated by an administrator.

#### **Attendance Policy**

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school, per board policy JED and procedures JED-AP1 and JED-AP2.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents / guardians, teachers and administration to keep absences and tardiness to a minimum.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.

The following rules, regulations and procedures shall apply to all student absences from the Mountain Grove High School and Ozark Mountain Technical Center for grades nine and above.

A student may accumulate a total of five absences = 250 minutes per class each semester. All of the first four absences will be considered excused. Telephone calls to the home may be made to verify parental permission for any absence. When a student has used the five allowable absences in any one class or classes, a further absence will result in the student not earning credit for the class. A grade of NC (no credit) will be entered in the student's transcript. Before credit is not earned, students will be afforded due process. Students need to notify the principal's/director's office in advance when an absence is planned. A student who leaves school during the school day must do so by checking out at the office prior to leaving. Students must also have permission from their parent, guardian or other adult caring for the student, when applicable. Leaving without approval will be considered truancy.

If a student misses more than five days in any class, the student may file an appeal to be reviewed considering special circumstances.

Days lost from classes due to employment will not be considered sufficient reason for granting an appeal. Late buses, school-sponsored activities and administrative-sanctioned activities will not count as absences.

### **Attendance & School Day Activities / Extra-Curricular/Co-Curr. Activity Participation**

Students who maintain 90% or better attendance, as well as, all grades at a C- or above, as of the last Rtl/E/E grade check, will be permitted to participate in school activities that occur during the school day. Students who fall below the attendance requirement, regardless of the nature of the absence, or who has one or more grades below a C- need to be in class for instruction. In addition, extra-curricular and/or co-curricular participation after school hours and on weekends may be contingent upon the same criteria. Coaches, sponsors and school advisors will notify students of such requirements. Junior-Senior Prom does require 90% or better attendance in order to participate. Extenuating circumstances will be considered.

### **Check Out Procedure**

If a student needs to leave during school, he/she needs to check out in the office. Failure to do so makes the absence a truancy.

1. Bring a note to the office **before school**.
2. Pick up your check out slip from the secretary.
3. At the time to check out, present your teacher with the form from the office.
4. Go to the office and tell the secretary that you are leaving.
5. Students must remain at school once they arrive unless checked out by a parent or guardian. No student will be allowed to check out without parental permission.

### **Arrival and Dismissal**

1. MGHS students must board the bus at the high school. Students may not walk to the elementary school to catch the bus.
2. Once a student has arrived on school premises, he/she will be considered at school and must sign out through the office if it becomes necessary to leave.
3. The high school building opens at 7:25AM. Students should not arrive on campus until 7:25AM, unless they are under direct supervision of a faculty member (ball practice, tutoring, club or organization activities). Students who remain after school (3:09PM dismissal) for any activities, practices, tutoring, etc. must be under the direct supervision of a faculty member.
4. Students are not to be dropped off or arrive at school during unsupervised periods. The school is not responsible for supervising students outside of the hours 7:25 AM - 3:15PM. The district will not be responsible for supervising students outside the school day 7:25 am to 3:09 pm, per board policy JED-B.

### **Absences**

Any time a student misses school, documentation (i.e. paperwork) addressing the reason for the absence should be submitted upon their return to school. This documentation will be utilized if an appeal becomes necessary. Any student that is absent during the school day may not attend school functions without administrative approval.

### **Tardy To Class**

Students are to be in their classroom before the bell rings so that instruction is not interrupted. Ample time is allocated for students to go from one class to another; however, it is realized there may be extenuating circumstances that may cause students to be late. Therefore, teachers may allow up to three (3) tardies to class per quarter. After school detention will be assigned to students who are late to any class more than three times per quarter.

### **Tardy To School**

If a student is tardy (late) to school, he/she is to report directly to the high school office. The student must sign in, obtain a late slip, and go to his/her locker then directly to class. Students not in class when the 7:50 AM bell rings will be considered tardy to school. After school detention will be assigned to any student accumulating more than 3 unexcused tardies per quarter. The school is not responsible for supervising students outside of the hours 7:25 AM - 3:15PM. The district will not be responsible for supervising students outside the school day 7:25 am to 3:09 pm, per board policy JED-B.

**Grades 9-12 Summer School:** Secondary school-sponsored summer courses may count toward maintaining senior high academic eligibility for the **FALL** semester provided the following requirements are met:

- a. The counting of secondary school-sponsored summer school credits must first be approved by the local school administration.
- b. Credit earned for the summer school course is placed on the student's school transcript and counts towards graduation.
- c. The course(s) must be classes identified by the local school board/governing body as required for graduation/promotion requirements.
- d. **No** electives may be counted toward this requirement of academic eligibility.
- e. Correspondence/online courses may not count as a summer school credit, unless they meet the requirements of By-Law 2.3.4c[213-a-6(c)]
- f. A MoVIP course may count toward fall eligibility if the course taken meets the requirements of this section and is completed on or before July 31.
- g. No more than one credit earned in summer school shall count toward maintaining academic eligibility. (213.0-b)

## **ADDITIONAL MOUNTAIN GROVE R-III POLICIES AND PROCEDURES 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 Mountain Grove R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Mountain Grove R-III 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 Superintendent's Office during regular business hours. This notice will be provided in native languages as appropriate.

## **NONDISCRIMINATION NOTICE TITLE IX, ADA, SECTION 504 AND TITLE VI PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

**General:** The Mountain Grove R-III Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Mountain R-III School district is an equal opportunity employer.

**Facilities:** The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

**School Nutrition Programs:** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights and regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

**Individuals with Disabilities:** The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability (regardless of whether the child is currently enrolled in the Mountain Grove R-III School District) is encouraged to contact the district's compliance officer listed below. Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

### **Notice Regarding Searches**

- Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including parking lots.
- The district may conduct additional searches of bags, purses, coats, electronic devices, and personal possessions in accordance with law.
- The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
- The details of extracurricular drug testing, if applicable. (Fourth Amendment of US constitution, per board policies JFG and JFCI when applicable).

### **Extra-Curricular Philosophy**

The Mountain Grove School District has a rich and exciting history of academic and extra-curricular performance. As we enter a new year with several new individuals in place we would like to renew our commitment to providing outstanding learning opportunities for our children and exciting extra-curricular activities for the school and community to enjoy. Our school compliments the community around us, and likewise we feel our community greatly compliments our school. We must work together and support our students, coaches, advisors and sponsors for a successful extra curricular program to exist.

## **MSHSAA Information**

**Grades 9-12 Requirements:** A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities: (213.0)

- a. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri Department of Education which, though un-graded, enrolls pupils of equivalent age.
- b. Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- c. Credit: The calculation of the credit requirement described in a-1 and a-2 above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected (7-hour day, block schedule, etc.) Credits earned in school-sponsored “extra” classes taken beyond the normal school day may be used toward academic eligibility. Internet classes offered **by** and **at** the member school and which are completed no later than the close of the semester with credit placed on the student’s transcript can be counted toward academic eligibility. [See also By-Law 2.3.4 (213.0-a-6(c))] regarding correspondence courses.)
- d. Entry into 9th Grade: A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
- e. A student must be making satisfactory progress towards graduation as determined by local school policies.

**Grades 9-12 Dual-Enrollment:** The following options are available to students to meet the requirements of 2.3.2.a and b above. (213.0-a-6)

- a. For High School Credit: A student who is dual enrolled in college classes being taken off campus with credit being placed on the high school transcript and high school classes may only count up to two full credits earned from the college classes toward academic eligibility and must be enrolled in and regularly attending the remainder of classes at the high school.
- b. No High School Credit: A student who is dual enrolled in college and high school classes but who does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during the regular semester count up to a maximum of one (1) unit of credit toward determining high school eligibility as follows: ½ unit of high school credit for a three-hour college credit class: one unit of high school credit for a five-hour college credit class.
- c. For high school credit: A student who is dual enrolled in high school classes on the high school campus and online/correspondence courses being taken on campus with credit being placed on the high school transcript may count up to a **maximum of one full credit** earned from the online/correspondence courses toward academic eligibility, under the following conditions:
  1. The online/correspondence course must be offered by and through the school as a credit-bearing course offering to any enrolled student who meets the enrollment criteria for the specific course.
  2. The member school-pre-approves the course for the granting of credit on the student’s transcript toward graduation prior to the first day of the member school’s semester and prior to the course being started.
  3. The student must be enrolled in and regularly attending the remainder of his/her classes at the high school.
  4. The online/correspondence course **exams** must be monitored **by** school personnel **at** the school site. Day to day online/correspondence course work need not be completed at the school site, or during the “normal school day.”
  5. The courses completed no later than the close of the member school’s applicable semester.

### **Attendance Awards**

Attendance is crucial to success in courses. Habits established during school years are an indicator of future behaviors. Those students who maintain 95% or higher attendance each quarter will be recognized.

### **College Visits**

Realizing that seniors and juniors may be actively searching for the post-secondary institution that is best for them, the following policy will be in place for post-secondary visits:

Juniors may schedule a post-secondary visit during the second semester of their junior year. Seniors may schedule two post-secondary visits during their senior year. Students will need to complete a checklist of their visit and write a summary of that visit. This checklist may be obtained from the counseling office or school office and it with the summary must be turned into the office upon the student’s return to school.

### **Moving From the District**

A student must check out before moving to another school district. This may be initiated in the school office. The student will be given a check out sheet which will be taken to each teacher on the student’s schedule for grades and clearance. Transcripts will be sent to other educational institutions that send a written request for records.

### **Dropping From School**

The decision for a student to drop out of school should only be made after discussing all other options with their family and the guidance counselor. In order to begin the process of dropping out, a student must contact a guidance counselor who will then refer them to the high school office to begin the necessary paper work.

### **Transfer of Credit From Another School**

Credit for students transferring to Mountain Grove High School shall be accepted provided the credit was awarded by an accredited school. Accredited schools shall be those schools classified by the Missouri Department of Education or member schools of the North Central Association of Colleges and High Schools or the equivalent of the above, if the school is located in another state.

In the case of high school students seeking to transfer credit from unaccredited schools, a diploma from Mountain Grove R-III Schools shall not be awarded prior to the completion in residence of the final six units of credit.

A maximum of seven units of credit will be accepted from unaccredited schools for any academic year. Transfer credit will be counted in accordance with the school’s existing transfer policy. Appeal may be made to the Superintendent’s office with a final hearing before the Board of Education.

### **Special Education Services**

The Mountain Grove R-III School District offers special education services to eligible students per state and federal guidelines. Students must meet initial eligibility requirements and have a current IEP (Individualized Education Plan) in place to access these services. IEP students who transfer to the district will be provided special education services upon verification from the sending school of their eligibility and needed services. Parents wishing further information on the special education services provided can contact the counselor or Special Education Director.

### **Media Center**

The Media Center contains 8,000 volumes and is a pleasant, attractive place to study, do reference work, or read. The computers, which have internet usage, also have an electronic periodical program with over 110 magazines and news papers full-texted. There is also an up-to-date electronic career program. An AUP must be signed by the student and parent prior to internet usage. The Media Center is open before and after school. Teachers can issue passes for access during the day. Students are required to sign in and out of the Media Center.

### **Guidance and Counseling**

The Guidance and Counseling Department provides important benefits to all students by addressing their intellectual, emotional, social, and psychological needs. The guidance program is developmental and includes sequential activities designed to address the needs of all students by helping them acquire competencies in career planning and exploration; knowledge of self and others; and educational and vocational development. In order to schedule an appointment with a counselor, a student must make an appointment with the counselor’s secretary. Drop-ins **must have a pass from the classroom teacher**. Information about the district’s suicide awareness and prevention policy can be found on board policy JHDF.

Additionally the district provides military recruiters and institutions of higher education the names, addresses and telephone numbers of secondary school students unless the parents/guardians or 18 year old student submits a written request not to release the information without prior written consent, per board policy JO and procedure JO-AP1.

### **Testing and Assessments**

Testing is a vital part of the educational process as it helps educators to address the needs and progress of our students. The following assessments will be given:

<b><u>9th Grade</u></b>	<b><u>10th Grade</u></b>	<b><u>11th Grade</u></b>	<b><u>12th Grade</u></b>
Explore	Pre ACT	PSAT, ACT, ASVAB	WorkKeys

The ACT and SAT are national pre-college entrance tests. Applications and information regarding these tests can be obtained from the guidance and counseling office. End-of-course exams will be given in Algebra I, Algebra II (for those who took Algebra I in Middle School), Biology I, English II, Government, per board policy IL.

### **Nurse**

A school nurse is on duty in case of emergencies or special needs. The nurse administers the school immunization program.

#### **Immunizations**

The parent(s) or guardian(s) of each student entering the Mountain Grove R-III District shall furnish satisfactory proof that the student has been adequately immunized or that the immunization process has begun.

#### **Illness at School**

Students who become ill at school should **report immediately to the Nurse Aid in the high school counselor's office**. Do not go to the restroom for more than a few minutes without reporting your illness. Students must not leave the building because of illness without authorization. We will ensure that you are cared for until your parent(s)/guardian(s) make other arrangements.

Non-Prescription, over the counter, and FDA approved medicatons (i.e. Tylenol, Ibuprofen, Tums, cough drops) will not be kept at the High School Office. If students feel that they may need over-the-counter medications during the school day, they are permitted to carry such medications with them. Students are **NOT** allowed to carry prescription medications. Please discuss prescription medication use with the school nurse. \*Non-Prescription, over the counter, & FDA approved medication, per board policy JHCD and form JHCD-AF2.

### **Mo HealthNet for Kids Program**

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. For more information visit: <http://www.benefits.gov/benefits/benefit-details/1606>

### **Computer Usage**

Any student who uses a computer at school must understand Appropriate Use Policy (AUP). The AUP is located on the school website or a hard copy is available upon request in the office. This policy informs the student and parent of the accessibility of information available to students. The responsibility is placed on the student to utilize the technology available in an acceptable manner. If a student is in question of the acceptance of material, the material should not be viewed. A student who violates (AUP) will **lose computer privileges for at least 45 days and may be extended for the remainder of the year.**

### **Accidents at School**

A student should always have on record in the office a correct address and telephone number of his/her home or parent's place of work in case of illness or injury during school. *The school does not carry accidental injury insurance on students.*

### **Visitors to the School**

Parents are welcome to visit the school at any time, and must check through the Principal's office concerning the location of either students or teachers. All visitors must check in at the Principal's office. Students from other schools are not allowed to visit classes.

### **School Cancellations Because of Weather or Other Conditions**

It may be necessary to cancel school during the year because of weather or for some unforeseen reason. These cancellations are announced by the Superintendent. Cancellations will be announced on area radio and television stations, and by using the district auto-dial system.

### **Fire, Earthquake, Tornado, and Lock-Down Drills**

Fire drills will be held from time to time so that students may learn the proper way to escape from the buildings in case of fire. Escape routes and instructions are posted in each room. Students should follow the teachers' instructions in every instance. Earthquake drills are given for student awareness in the event of an earthquake. Tornado drills will be held from time to time so that students may learn the

**TRUANCY OR TARDINESS (see Board policy JED and procedures JED-AP1 and JED-AP2)** -- Absence from school without the knowledge and consent of their parent(s) or guardian(s) and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**First Offense:** Principal/Student conference, ASD, ISS.

**Subsequent Offense:** 1-10 days ISS and removal from extracurricular activities.

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

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

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

**VANDALISM (see Board policy ECA)** -- Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

### **WEAPONS (see Board policy JFCJ)**

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

**First Offense:** Principal/Student conference, ISS, and/or 1-180 days out-of-school suspension or expulsion.

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

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

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

**Subsequent Offense:** Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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

**Subsequent Offense:** Principal/Student conference, ISS, 1-180 days out-of-school suspension or expulsion.

### **Special Education Students**

Discipline for special education students will be administered according to their individual education programs and in accordance with public law 94-142 and other laws pertaining to special education students.

### **Drug Policy**

The possession, sale, transfer, or use of alcohol or other drugs and paraphernalia while on school premises, or at a school-related function is prohibited. Students are expected to report to school in a drug-free condition. Arrangements for student's under a physician's care and requiring medication should be made in the Principal's office. The school will give the same consideration to persons with chemical dependency problems as it does to students having other health problems. Seeking assistance for such problems will not jeopardize a student's continued education; whereas, ongoing decreased performance, attendance, or behavioral problems may do so.

### **Disciplinary Guidelines**

I. Possession, use, transmission, sharing, or under the influence.

A. First Offense: 10 days suspension which may be reduced to 5 days pending proof of evaluation by a trained chemical dependency counselor.

B. Second Offense: Automatic 10-day suspension plus expulsion unless the student is evaluated by a trained chemical dependency counselor.

C. Third Offense: Expulsion

II. Sale of mood altering chemicals will result in a 10-day suspension, a notification to proper legal authorities, and a recommendation for expulsion.

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

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

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

**INCENDIARY DEVICES OR FIREWORKS** -- Possession, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

**First Offense:** Confiscation. Warning, principal/student conference and/or ISS.

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

**NUISANCE ITEMS** -- Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

**First Offense:** Confiscation. Warning, principal/student conference, and/or ISS.

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

**PUBLIC DISPLAY OF AFFECTION** -- Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**First Offense:** Principal/Student conference, ISS.

**Subsequent Offense:** ISS, or 1-10 days out-of-school suspension.

**SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL** --

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

**First Offense:** Confiscation. Principal/Student conference, and/or ISS.

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

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

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

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

**TECHNOLOGY MISCONDUCT (AUP - see Board policies EHB and KKB and procedure EHB-AP)**

**First Offense:** Restitution. Principal/Student conference, loss of user privileges, or ISS.

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

**THEFT** -- Theft, attempted theft or knowing possession of stolen property.

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

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

**THREATS OR VERBAL ASSAULT** -- Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

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

## **TOBACCO**

1. 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.

**First Offense:** Confiscation of tobacco product. Principal/Student conference, after school detention, ISS, OSS, citation from SRO.

**Subsequent Offense:** Confiscation of tobacco product, ISS. 1-10 days out-of-school suspension, citation from SRO.

2. 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.

**First Offense:** Confiscation of tobacco product. Principal/Student conference, 1-3 days out-of-school suspension, citation from SRO.

**Subsequent Offense:** Confiscation of tobacco product. 1-10 days out-of-school suspension. Notify police, citation from SRO.

proper way to go to a safe area in the building. Lock-down drills are held to prepare students and faculty to secure the building as quickly as possible in the event of an intruder or other emergency. This information is posted in each room. Students should follow teachers' instructions in every instance. Federal Emergency Management Agency develops public awareness and understanding of earthquakes and explains safety measures to be taken, per board policy EBC.

## **PAWS (People Achieving Winning Skills)**

This program will allow students to obtain credits for core curriculum courses. The design will be focused to help students remain on track until graduation. Individualized instruction will be utilized with the A+/VPL software program incorporating many of our regular education courses.

## **Missouri Option Program**

The Mountain Grove R-3 School District participates in the state approved MO Option Program whereby a student between the ages of 17 and 21 who has dropped out of school or

will not be able to graduate with his class can earn a high school diploma through passing the General Equivalency diploma test (GED)/ High School Equivalency Test (HiSET) and completing other specific district requirements. The program is designed to encourage students to stay in school and demonstrate a level of mastery that will allow them to be successful and employable adults.

The MO Option Program is a voluntary program. Students who wish to participate in this program must make an application and take a pre-test. Upon approval of the application, an appropriate educational plan will be developed for the student. These students have requirements to complete in addition to passage of the GED/HiSET Test. These requirements include full time enrollment in school and attendance, vocational job training, and a specified list of credit requirements. Applications and the specific requirements of the program are available upon request from the Mountain Grove High School Counseling Department. Qualifying students may enroll in virtual courses in the Missouri Course Access Program (MOCAP), per board policy IGCD.

## **Alternative Learning Center**

The Alternative Learning Center allows students to continue their education in an off-site location with flexibility in scheduling. Students will work individually to achieve their learning goals. Components of the curriculum will include on-line instructional lessons, print-based and multimedia resources, work study, community service and/or volunteer service. Students who attend the center will complete an initial intake interview along with their parent and the Alternative Learning Center director. Each student will have an Individualized Learning Plan (ILP).

The Alternative Learning Center provides another opportunity for students to meet their educational needs.

## **A+ Schools Program**

Mountain Grove High School has a proud tradition of being an A+ designated high school. Students who qualify according to the criteria established by the Department of Elementary & Secondary Educatin (DESE) can be eligible for tuition and general fees subject to legislative appropriation for up to two years pending legislative funding. The requirements, guidelines and participation procedures are available in the high school counselor and administrative offices.

## **Tutoring Program**

Students who seek additional help in core subject material (Math, English, History & Science) may attend tutoring sessions available by teachers in each of the core subject areas.

## **Substitute Teachers**

Our school is fortunate to have capable people to help us whenever regular teachers are ill or are attending conferences. A substitute is an important visitor whose impressions of our school will be carried into the community. Let us be certain these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher. In the event the directions of a substitute are different from the regular teacher's directions, students are to follow the substitute's directions.

## **Schools Equipment and Supplies**

Textbooks, uniforms, and any other school equipment checked out to students are that student's responsibility. If lost, stolen, damaged, or destroyed at or away from school, students will have to pay for each item.

## **Lockers**

Lockers and locks will be assigned to students free of charge. Do not move to another locker without administrative approval. The school reserves the right to check or inspect the lockers at any time during the school year. Valuables of any type should not be left in the lockers.

### **Student Vehicles and Parking Privileges**

Students only park in designated student parking lots between the hours of 6:30 AM - 3:30 PM. Students are not permitted to park around the arena, in the rear of the library or kitchen, along the streets surrounding the school buildings, or on the faculty parking lot east of the high school between the hours of 6:30 AM - 3:30 PM. Students may not drive between student parking lots at OMTC and the high school. Students who violate parking procedures are subject to disciplinary procedures. Repeated violations may result in loss of parking privileges. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband violating school policy is present.

### **Bus Transportation**

Transportation is provided to students according to the policy of the Board of Education and directives of the State Board of Education.

### **Telephone**

The school phones are for school business only.

### **Hot Lunch Program**

Students are to be in the cafeteria during lunch, no food may be taken out of the cafeteria. Students will remain in the cafeteria during the lunch period. Students are not allowed to leave campus to obtain lunch or have lunch delivered to them. Lunch time visitors are not allowed.

The Mountain Grove district takes great pride in its food services department. Our cafeterias provide balanced meals that meet the Missouri Eat Smart guidelines and the district’s Wellness, policy ADF and procedure ADF-API.. Students are encouraged to prepay for meals or pay as they go. Students may charge a meal if needed, however, the maximum charge limit is \$15.00. Charging meals is the exception; it is not intended to be a daily method. For additional information on past-due meal charges, see procedure EF-API, USDA Guidance: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

1. Students who exceed the \$15.00 limit will not be permitted to participate in extra curricular activities, school field trips, or other school funded activities, and will not receive grade cards.
2. Checks sent with students will be deposited only. No cash back when cashing a check with food service.
3. Only parents or guardians may withdraw money from a student’s account.
4. All families are encouraged to complete a “Free and Reduced” meal application at the start of each year, see board policy EFB.
5. Contact the building cafeteria supervisor for additional assistance.

### **Student Meals**

Breakfast	Full Price - \$1.25	Reduced Price - \$.30
Lunch ...	Full Price - \$2.10	Reduced Price - \$.40

### **Teacher Assistants**

Teacher assistants must be a senior. No grades or credit will be given for being a student assistant. A student assistant should have good academic scholarship. The student is not permitted to be in the halls, cafeteria, rest room, gym or gym lobby while on duty. The student is to remain under direct supervision of the teacher at all times. Only one class period may be used to be a Teacher Assistant. Student may be a TA one period if not “released” any other period such as A+ tutoring or work release program.

### **Dress for Success**

Students of Mountain Grove High School should dress for success every day of the school year. Dressing for success in the school routine reinforces for the students the importance of dressing appropriately for the world of work and their future professional endeavors.

Dressing for success has multiple effects for students: maintaining respect, establishing credibility, ensuring safety, promoting a positive learning environment, and limiting distractions. Dress must reflect neatness, cleanliness, modesty, good taste and must not be suggestive, threatening, or intimidating. Additionally, dress must reflect the standards of both individual and schoolhouse safety. All dress must contribute to an environment consistent with a positive and healthy school climate.

As a guide, the MGHS, for example, considers tank/halter tops, pajamas, 100 percent spandex attire, bare feet, chains, hats, head gear, and clothing promoting alcohol, drugs, obscene or suggestive acts to be in conflict with the MGHS’s expectations of a healthy and positive learning environment and therefore, are not allowed to be worn in school. Clothing should not be too short, too long, too low, or worn too tightly. (Skirts and shorts must extend to fingertips).

Clothing that exposes cleavage, the midriff, undergarments or that is otherwise immodest or provocative is prohibited. All dress should be weather appropriate.

Footwear must be appropriate for school. All footwear must be tied and/or laced, if designed to be tied and/or laced.

“Dress for success” is a phrase that captures the intent of these guidelines. For all students associated with MGHS, the expectation is that responsibilities are approached purposefully each day. “Dress for success” supports this approach and promotes our individual responsibility to contribute to the common good of our school community.

### **DRUGS/ALCOHOL (see Board policies JFCH and JHCD)**

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

**First Offense:** ISS or 1-180 days out-of-school suspension, ALC placement.

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

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

**First Offense:** ISS or 1-180 days out-of-school suspension, and ALC placement.

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

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

**First Offense:** Principal/Student conference and ISS, or 1-180 days out-of-school suspension or expulsion.

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

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

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

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

### **FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES**

-- Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

**First Offense:** Verbal warning, ISS, 1-180 days out-of-school suspension or expulsion. Report to law enforcement for trespassing if expelled.

**Subsequent Offense:** Verbal warning, ISS, 1-180 days out-of-school suspension or expulsion. Report to law enforcement for trespassing if expelled.

**FALSE ALARMS (see also “Threats or Verbal Assault”)** -- Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

**FIGHTING (see also “Assault”)** -- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**First Offense:** Principal/Student conference, ISS, and/or 1-180 days out-of-school suspension.

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

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

**First Offense:** Principal/Student conference, loss of privileges, or ISS.

**Subsequent Offense:** Principal/Student conference, loss of privileges, ISS, 1-10 days out-of-school suspension.

### **HARASSMENT, INCLUDING SEXUAL HARASSMENT (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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



## STUDENT DISCIPLINE CODE

### Reporting to Law Enforcement

It is the policy of the Mountain Grove R-III School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

**First Offense:** No credit for the work, grade reduction or replacement assignment, and principal/student conference.

**Subsequent Offense:** No credit for the work, grade reduction, course failure, and/or ISS.

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

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

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

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

**First Offense:** Warning from principal, 1-180 days out-of-school suspension, or expulsion.

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

**AUTOMOBILE/VEHICLE MISUSE** -- Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

**First Offense:** Principal/Student conference, suspension or revocation of parking privileges.

**Subsequent Offense:** Revocation of parking privileges or 1-10 days out-of-school suspension.

**BULLYING AND CYBERBULLYING (see Board policy JFCF)** -- Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm.

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

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

**BUS OR TRANSPORTATION MISCONDUCT (see Board policy JFCC)** -- Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

### **CELL PHONES & OTHER ELECTRONIC DEVICES**

Use of cell phones or any other electronic devices that interrupts the educational process during instructional time.

**First Offense:** Principal/Student conference, ASD, or ISS, and device held until end of school day.

**Subsequent Offense:** ISS, OSS, device held until end of day, and/or loss of BYOD privileges at MGHS.

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

**First Offense:** Nullification of forged document. Principal/Student conference.

**Subsequent Offense:** Nullification of forged document. ISS or 1-180 days out-of-school suspension.

**DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH (see Board policy AC if illegal harassment or discrimination is involved)** -- Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.

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

**Subsequent Offense:** Principal/Student conference, ISS, 1-180 days out-of-school suspension or expulsion.

Building administrators and/or their designees are authorized to determine appropriateness of student attire. Students dressed inappropriately will be expected to change their attire before continuing in their studies for the day.

Parents of students requiring accommodation for religious beliefs, disabilities, or medical purposes should contact the building principal.

Any individual violating the dress and behavior guidelines will be referred to the assistant principal for review and possible consequences.

*BE ATTRACTIVE, NOT DISTRACTIVE!*

### Student Dress

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. No halter-tops, crop tops, tube tops, midriffs, shirts with bare sides, or see-through blouses/shirts may be worn. No clothing with spaghetti straps or such straps that may display any parts of undergarments may be worn. No excessively tight or incomplete clothing may be worn.
2. Muscle shirts and mesh jerseys may only be worn over shirts.
3. Pants will be worn appropriately, not excessively below the waistline. Shorts and skirts are to be of appropriate length. Underwear may not be worn as outerwear or exposed to view.
4. Appropriate footwear must be worn at all times.
5. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references or sexual innuendoes. Shirts that promote vulgarity/violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group, or gender.
6. Students may not wear caps, bandanas, scarves, headbands, gloves, or sunglasses in the building. (Exceptions may be made for school-sponsored special activities such as School Spirit Week).
7. No gang-related colors, tags, symbols, or apparel will be permitted.
8. Any apparel that could cause injury to others will not be permitted. Examples: wallet chains, extreme rings, necklaces, or spiked bracelets, etc.
9. Face painting, writing or drawing on the skin, is not allowed at school. Costumes are not to be worn to school. (Exceptions may be made for school-sponsored special activities such as School Spirit Week).

When a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the student will be required to make modifications, per board policy JFCA and procedure JFCA-API.

### Electronic Communication (See Board Policy GBH)

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication, per board policy GBH.

### Why Bring Your Own Device (BYOD) at Mountain Grove High School?

Mountain Grove High School believes that 21<sup>st</sup> Century instruction is necessary for 21<sup>st</sup> Century learning. Providing students with an environment that fosters and

encourages this belief is part of our core values. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist.

Schools must challenge students with rigorous, personalized academic experiences, foster innovation and creativity, and embrace emerging technologies. In a 21<sup>st</sup> Century learning environment, students actively engage in a cohesively integrated curriculum, access information and apply it in solving authentic problems. Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices in their pockets that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond. A decade ago this was just a dream. Today, it can be a reality. Additional information on use of electronic communication devices and audio and visual equipment can be found in procedure EHB-API and policy KKB.

### What is the "D" in BYOD?

For the purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, notebook, net books, tablets/slates, iPod Touches, eReaders, cell and smart phones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.).

A student will be allowed to utilize the Internet and/or online services for educational purposes unless the student's parent or guardian denies the student access by proactively requesting, completing, and returning a Denial of Permission Form to the school. The Denial of Permission Form is available to a parent or guardian upon request from the student's school. If a student does not have parental permission to use the Internet and/or online services, teachers will make a reasonable effort to provide an alternative assignment covering the same curriculum objective(s) contained in the Internet based instruction. In the event that equivalent instruction cannot be reasonably provided, an alternative assignment will be given to the student.

Staff is responsible for supervising student access to the Internet and ensuring that access is being used for educational purposes and in accordance with Guidelines for Acceptable Use Policy.

Students bring electronic communication devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen, misplaced or damaged. Some devices have a device locator; it is recommended that you enable this feature if possible. Bringing your own devices to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number to have in case of theft. Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you're using belongs to the school and Internet access will be filtered. Additionally the district will inform and discuss safe and responsible use of the Internet, the potential consequences of inappropriate behaviors online and the importance of open communication with responsible adults regarding any situation, activity or abuse per board policy IGAEB.

Students are held accountable for the Acceptable Use Policy (AUP) signed at the beginning of the school year even when using a personal device in school/school related activities.

Guidelines:

1. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
2. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

4. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

5. The student complies with teachers' request to shut down the computer or close the screen.

6. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.

7. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.

8. During school hours the student should only use their device to access classroom related activities and appropriate school approved use at the discretion of teacher and/or administrator.

9. The student will use the school wireless network. Use of non school provided wireless access is prohibited while on the school campus.

### **Student Valuables**

Students, not the school, are responsible for personal property. *Do not leave valuables in your locker unlocked or unattended.*

### **Student Conduct on School Buses**

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. The board wants each student to know what conduct is expected when waiting for or riding on a school bus. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year and to new students upon enrollment. Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day, if the incident occurs in the morning or the next morning, if it occurs in the afternoon. Failure to follow bus rules and regulations will result in a suspension of the privilege of riding the bus.

### **Discipline Policies and Procedures**

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. The objective of the student discipline code is to establish rules with regard to the conduct of all students at Mountain Grove High School. When students are under the care of school officials, it is necessary to have a certain degree of control for safety and to ensure that learning can take place. The rules which have been established have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students.

When behavior problems are of a minor nature the classroom teacher, or teachers on duty, will make every effort to deal with the problem and may involve the parents in correcting these particular problems before it is necessary to write up a disciplinary form. However, the seriousness of the offense will dictate the degree of action taken. Any time a student is referred to the office for disciplinary purposes parents will be contacted by phone when possible or by mail. The high school discipline code is of a progressive nature. As seen in the discipline code each additional office referral constitutes more stringent disciplinary action until the student is excluded from attending school. The goal of our discipline code is not to exclude students from school but to provide a system which delivers natural, appropriate consequences for inappropriate behavior. The discipline code is based on the philosophy that it is never, under any circumstances, acceptable for a student to be or cause a distraction in class which forces a teacher to stop the instructional process to remove him/her from their classroom.

### **Student and/or Parent Conference**

A formal conference may be held between the student and/or the student's parent or legal guardian and one or more school officials. During this conference, the student behavior will be examined and corrective measures will be discussed.

### **Loss of Privileges**

Extracurricular activities, field trip opportunities or classroom privileges offered to students are considered privileges which may be revoked.

### **Referral to Counselor**

Students may be required to meet with the counselor on a periodic basis. The counselor will advise students on ways of improving their behavior.

### **Lunch Detention**

Students may receive a detention to be served during their lunch period. All students serving lunch detention will be allowed to eat lunch and must sit in a designated area.

### **Disciplinary Assignment Packets**

Assignment packets which focus on the student behavior which needs improvement may be used in certain circumstances at the discretion of the administration.

### **In School Suspension (ISS)**

Students may be assigned to attend ISS. ISS shall be from 7:50 AM till 3:09 PM. ISS shall be assigned to students as a disciplinary measure.

### **Out of School Suspension (OSS)**

Suspension is the removal of a student from the regular school environment, not allowing the student to come to school. Suspended students are not allowed to be on or around the school campus unless permission is obtained from the principal. This includes participation or attendance of any extracurricular activities sponsored by or on school grounds the evening of OSS.

### **Student Expulsion**

If any student consistently refuses to conform to school policies and regulations, as outlined in the student discipline code, the principal may recommend to the Superintendent that the student be expelled from school.

Any violation of the behavior which also violates state statutes or city ordinance may be referred to the appropriate law enforcement agency. The principal may refer students to other agencies to include, but not limited to: Wright County Juvenile Office, Division of Family Services, Ozark Area Care and Counseling.