

# **Montrose R-XIV School District**

## **Student Handbook**

**2020-2021**



**For Students, Parents & Staff**

**Approved: August 3, 2020**

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices.

## Table of Contents

Staff and Board Directory	4
Mission Statement	5
Philosophy	5
Vision Statement	5
Goals & Objectives	6
Parent-Teacher-Student Organization	7
General Information	7
Classroom Behavior	7
Hall Passes	7
Athletic Eligibility	8
Bus Behavior	8
Bus Pick-Up/Drop-Off	8
Lockers	8
Telephone Use	8
Books, Equipment & Supplies	9
Announcements & Bulletins	9
Computer Rules	9
Internet Usage	9
Personal Responsibility	9
Acceptable Use	10
Privileges	11
Network Etiquette & Privacy	11
Services	11
Security	11
Consequences	12
Instruction	12
Bell Schedule	12
Class Schedule	13
Student Load	13
Technical School Policy	13
Online High School Courses	13
Dual Credit	13
Mid-Quarter Report to Parents	14
Grading	14
Grading Scale	14
Graduation Requirements	15
Class Rank	15
Student Placement	16
Honor Roll	16
Assemblies/Class/Club Meetings	16
Student Activities	16
Class Funds/Fundraising - Activities/Senior Trip	16
Teaching about Religion	17

Promotion or Retention	17
Student Rights & Responsibilities	17
Student Discipline	18
Student Due Process Rights	19
Students of Legal Age	19
Interrogations & Searches	19
Searches by School Personnel	20
Removal of Students by Law Enforcement Officials	20
Student Suspension	20
Student Expulsion	21
Truancy	21
Vandalism	22
Student Assaults & Fights	22
Conduct in the Halls	22
Electronic Devices	22
Backpacks and Large Bags	22
Discipline, Suspension, Expulsion Handicapped Students	22
General Provision	22
Suspension	23
Expulsion	23
Anticipatory Procedures	23
Drug Free Policy	24
Staff and Student Alcohol & Drug Abuse	24
Tobacco & Other Tobacco Products	25
Communicable Disease-Student	25
Purpose	25
Immunization	25
Universal Precautions	25
Categories of Risk	26
Exceptional Situations	26
Confidentiality	26
Reporting & Disease Outbreak Control	27
Notification	27
Student Health	27
Physical Examinations, Dental Inspections, and Vision Screenings	27
Illness	27
Head Lice	27
Student Medication Policy	29
Prescription Medications	29
Non-Prescription Medications	29
Food Services Program	30
Cafeteria Regulations	30
Meal Charges	30
Cafeteria Prices	32
Learning Resource Center	32
Student Qualifications	32
Entrance Age	32
Advancement of Students	33
No Advance Placement	33

Testing	33
Admission of Homeschooled Students	33
Part Time Student	33
School Check-Out Procedure	33
Non-Resident Students	33
Student Activities	34
Textbooks	34
Accidents & Student Insurance Liability	34
Jurisdiction of the School to and from School	35
Attendance Policy	35
Class A	35
Class B	35
Class C	35
Truancy	36
Excessive Absenteeism	36
Tardies	36
Pledge of Allegiance	37
Dress Code	37
Emergency Drill Procedures	38
Fire Drill & Bomb Threat Drill	38
Tornado Drill	38
Earthquake Drill	39
Bus Evacuation Drill	39
Care & Use of School Property	39
Violence Prevention Training	40
Student Harassment Policy	40
School Bullying & Cyber Bullying Policy	40
Firearms & Weapons Free Schools Act Policy	40
Definition of Firearm	41
Definition of Weapons	41
Students Who Bring Firearms or Weapons to School	42
Applicability of Regulation to Students with Disabilities	42
Policy 2871 - Medical Marijuana	42
DESE ESSA Complaint Procedures	44
FERPA	46
Rights under FERPA	47
PPRA	48
Notice of Nondiscrimination	49
Bullying Incident Report Form	50
Student Discipline & Behavioral Expectations	51
A-Plus Program	59
Student Parent Acknowledgement	60

### ***Faculty***

<b>Anderson, Jerome</b> <b>Beckett, Steve</b> <b>Coale, Shayla</b> <b>Cook, Angela</b> <b>Cramer, Brady</b> <b>DeMalade, Bill</b> <b>Engeman, Debbie</b> <b>Drehle, Carey</b> <b>Foos, April</b> <b>Foster, Trey</b> <b>Glasscock, Shelby</b> <b>McEwan, Carol</b> <b>McIntosh, Theresa</b> <b>Pals, Loree</b> <b>Pleacher, Jason</b> <b>Reynolds, Kay</b> <b>Richardson, Allyson</b> <b>Taylor, Lee</b> <b>White, Scott</b>	English Instructor Superintendent Agriculture Education Instructor 1 <sup>st</sup> & 2 <sup>nd</sup> Grade Instructor Social Studies Instructor Math Instructor Title I Instructor Principal 3 <sup>rd</sup> & 4 <sup>th</sup> Grade Instructor Science Instructor Counselor, In Training Media Center Specialist Kindergarten Instructor Special Education/Music Instructor Business Instructor Art Instructor 5 <sup>th</sup> & 6 <sup>th</sup> Grade Instructor Speech Instructor PE/Activities Director
--	---

### ***Support Staff***

<b>Bauer, Meghan</b> <b>Fennewald, Bridget</b> <b>Foster, Felicia</b> <b>Klass, Gary</b> <b>Wagner, Amy</b>	Secretary Food Service Director School Health Assistant Maintenance/Custodian Administrative Assistant/Board Secretary
---	--

### ***Board of Education***

<b>Deanna Bullock, President</b> <b>Tricia Swaters, Vice President</b> <b>Janna Wareham, Treasurer</b> <b>Karl Monard, Member</b>	<b>John P. Hilte, Jr., Member</b> <b>Emily Gilkey, Member</b> <b>Charles Meredith, Member</b>
--	---

### ***MISSION STATEMENT***

It is the mission of the Montrose R-XIV School District to recognize its students as special, unique individuals, to provide them the opportunity to develop fully their intellectual, physical, cultural, and social capabilities, to realize their worth as individuals, and to become productive members of a democratic society.

### ***PHILOSOPHY***

All progressive nations recognize that if the economic, social and political structure of a nation is to be healthy, its citizens must be trained in many fields of endeavor. In addition, our nation recognizes the rights of equal opportunities for all its citizens. The schools must consider the needs of every person, adults as well as children.

Since the schools exist for and are paid by the citizens, the programs offered should be those desired by the people served. In public schools, the freedom to teach must never abridge the freedom of the parents to choose what they want for their children.

It is the duty of educators to provide the leadership necessary to establish a curriculum that develops all citizens to their greatest potential for a world community service and fulfillment of desires for personal happiness and security.

### ***VISION STATEMENT***

In order to carry out the mission of Montrose R-XIV School District, the stakeholders (students, parents, educators, and patrons) have identified the following key components necessary for the lifelong success of all students: Learning, Commitment, Accountability, and Teamwork. All stakeholders will continually strive to achieve these goals and all decisions made in the school will be driven by the vision.

#### **LEARNING**

- Develop and sustain high expectations
- Promote life-long learning through a viable education
- Achieve higher student performance
- Supply a safe, positive, stimulating environment for learning

#### **COMMITMENT**

- Protect instructional time
- Teach the viable and aligned curriculum
- Support teachers through high quality professional development
- Use all available resources to maximize student learning
- Set exemplary standards through research and data driven decisions

#### **ACCOUNTABILITY**

- All stakeholders share the responsibility for student success
- Model good citizenship, build self-esteem, and develop character
- Monitor performance and provide feedback

#### **TEAMWORK**

- Respect individual differences
- Maintain effective communication
- Establish and maintain unity among all stakeholders
- Encourage and foster a collaborative atmosphere for stakeholders

## ***GENERAL GOALS AND OBJECTIVES***

1. To develop in each child an understanding and appreciation of the forces and ideals that are basic to the American way of life.
2. To develop in each child a sense of his/her personal opportunities and responsibilities as a citizen of his/her community, state, nation, and the world.
3. To develop in each child an understanding of the physical, social, and economic world in which he/she lives, and to assist him/her in adjusting to his/her surroundings.
4. To encourage and stimulate children and youth to think clearly, logically, and independently.
5. To encourage children and youth to respect the integrity of work and to appreciate the dignity and worth of every individual regardless of culture, race, gender, or disability, and to seek out and to accept their responsibilities and obligations as citizens, along with their rights and privileges.
6. To give each child, to the best of his/her abilities, a sound mastery of the tools of learning and communication, such as reading, writing, arithmetic, and the spoken language.
7. To provide flexibility in the curriculum so that the gifted, the typical, and the disabled may be prepared for effective citizenship and service, whether the child enters a vocation from secondary school or continues in schools of higher learning.
8. To encourage each child to develop his/her full potential so that he/she may acquire a deep sense of personal worth.
9. To provide physical education and health services so that every child will have, as far as possible, robust health and the knowledge and desire to safeguard it.
10. To prepare children psychologically for a well-balanced social life and for creative use of their leisure time.
11. To promote good attendance and punctuality as characteristics necessary for future jobs and family responsibilities.

## ***WELCOME FROM THE BOARD OF EDUCATION***

The Montrose Board of Education is happy to extend a warm welcome to students, administration, faculty, staff, and parents that will be participating in the school this year. It is the aim of this Board to provide the very best education for all students within the resources available. We want to wish each and every individual a most successful school year.

## ***THIS HANDBOOK IS PROVIDED AS A GUIDE AND IS SUBJECT TO CHANGE***

## ***PARENTS, TEACHERS, AND STUDENT ORGANIZATION (P.T.S.O.)***

We, the parents, teachers, and students of the Montrose R-XIV Public School District, in order to foster a spirit of cooperation among the parents and faculty will aid in promoting a program that will benefit the school and all pupils of the school. P.T.S.O. meeting dates will be sent out with notifications on Remind.

## ***GENERAL INFORMATION***

### **Student/Staff Arrival time**

Staff must be in their classroom ready for students by 7:30 AM. Students will be allowed in the building NO earlier than 7:35 AM. Breakfast will be served from 7:35 a.m. to 8:00 a.m. All classes, grades K-12, will begin at 8:00 a.m. Morning announcements will be at 8:00 a.m.

### **Classroom Behavior**

Teachers will set their standards of conduct in the classroom. Students will not write on desks, chairs, or tables. Students will not sit on desk tops or tables. Students are not to litter. Students are to enter and leave the room quietly. Students are to be courteous and polite at all times. Students should be in the classroom and seated by the time the bell rings. The bell is an indication that class is in session and that all activity and talking should cease so that the teacher may proceed. Teachers excuse students at the end of the hour, not the bell.

### **Hall Passes**

A hall pass does not authorize pupils to leave the school grounds. When necessary, teachers may excuse pupils from their classes for very short intervals providing they **do not enter another classroom**. The student must sign out of the classroom and obtain a hall pass and sign in on return to the classroom and return the hall pass. All students in the hallway without their class must have a hall pass from their teacher. It should not be necessary for teachers to give frequent excuses to pupils to go to the restroom or lockers.

### **Athletic Eligibility**

1. Athletes will maintain MSHSAA requirements.
2. Be a creditable school citizen in school and community.
3. Have earned credits in 7 subjects the preceding semester.
4. Have entered school within the first 11 days of the current semester.
5. Must not have received an award other than that given by his/her school for his/her services as an athlete in the sport in which he/she is competing.
6. A student shall not have reached the age of 19 prior to July 1 preceding the opening of school.
7. Must not have competed under an assumed name.
8. Must not have graduated from a four-year high school or its equivalent.
9. Must not have competed at any time as a member of a junior college or a senior college team.
10. Must not have competed on an outside team after his/her high school season starts.
11. Must not commit an act that might be interpreted as unsportsmanlike conduct.
12. Athletes receiving F's on any grading period or grading period check, including midterms, will be considered ineligible unless the grade is raised at the next grading period or grading check period, while attending all tutoring sessions for the class which the student is receiving the F, for one week intervals. Refer to the Academic Standards Policy in the Activity/Athletic Handbook.
13. Athletes absent from school on Fridays must have a doctor's excuse to play in games or attend practice held over the weekend.
14. Athletes absent from school must have a doctor's excuse to play in games or attend practice the day of the absence.

### **Bus Behavior**

Upon entering the bus, students should find a seat and remain seated until time to get off the bus. Students should never damage or deface any part of the bus. A student should abide by the rules and cooperate with the school bus driver who has complete authority. Failure to do so will



cause ineligibility for bus service. Students must realize that riding the bus is a privilege and not a right. The following regulations must be followed:

1. The driver is in charge of the pupils and the bus.
2. Pupils must be on time.
3. Pupils are not to stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Use of tobacco in any form is strictly prohibited.
6. Classroom conduct is to be displayed at all times.
7. Pupils must not at any time extend arms or head out of the window.
8. The emergency door is to be used at the direction of the driver.
9. Pupils must not try to get on or off the bus or move within the bus while it is in motion.
10. The responsible parties must pay for any damage to the bus caused by students.
11. The driver is not to discharge pupils at places other than the assigned stops at home and school, unless authorized by school officials. Children must have a signed note by a parent to be discharged at a location other than the assigned stop.
12. Do not litter the bus in any manner. Do not throw things from the bus windows.
13. Buses will load and unload students in designated areas. Students must not leave the school grounds after getting off the bus.
14. Students may be assigned seats when the bus driver finds it necessary.

### **Bus Pick-Up/Drop-Off**

All students riding the bus will be dropped off at the front of the school where they will enter through the front doors. At the end of the day, the students riding the bus will exit from the east doors. **No student driver may leave the building at the end of the day until ALL walkers and parent pick ups have left the parking lot.** Parents dropping-off/picking-up will do so using the front doors.

### **Lockers—The Following Regulations Govern the Use of Lockers:**

1. Students will use the locker assigned to them, and no others.
2. Lockers should be kept clean and their contents should be arranged in an orderly manner at all times.
3. Trips to lockers should be restricted to between classes.
4. Lockers are the property of the school district and are subject to be searched by school officials at any time.
5. Each locker will have a combination lock, if the lock is lost the student will be fined \$5 before a replacement lock will be issued.

### **Telephone Use**

Students will be permitted to use the office telephone only on urgent business or emergencies. Students will not be permitted to receive calls during class time. The secretary will take a message and deliver it to the student. If it is an emergency, the student will be called to the office. Students are not to use classroom phones to call another classroom to talk to another student or teacher. Student calls will not be transferred to the classrooms. Students are NOT to use the teacher workroom phone or kitchen phones.

### **Books, Equipment, and Supplies**

No charge will be made for the use of books or other materials (if a student is taking dual credit classes, they are responsible for their own books and materials) assigned by the teacher as part of the regular course of study. However, each student is responsible for the care of all

school owned property. Any undue wear of any property will result in the student having to pay for the damage. Textbooks and supplementary reference books are provided for the students by the school. Textbooks are assigned on an individual basis. Students must keep the books assigned them and may not exchange with a friend. Notebooks, paper, and other supplies necessary for use in courses are to be purchased by the student. When checking the books back into the teacher at the end of the year, the student must pay for any damage done to the books. Also, if a student loses his/her book(s), he/she must pay for the book(s) before grades will be recorded. We are a 1:1 District so each student will have access to a laptop. Please see the Technology Handbook for laptop guidelines and rules.

### **Announcements and Bulletins –**

At 8:00 a.m. daily, the Pledge of Allegiance will be announced District wide over the intercom. Each day teachers will record attendance and meal counts at the beginning of first period (by 8:15 a.m.). Junior high and high school teachers will record attendance at the beginning of each class period. This is to notify the front office of absences, which will be followed up by a staff member with a call to the parent/s or legal guardian. All activities, class meetings, etc. for the next week must be turned in the previous week. This will enable teachers to plan routines and classes in advance. A copy of the week's schedule will be posted on the school website through the calendar. All announcements, locker decorations, flyers etc., must be approved by administration before posting. Daily announcements will be made at 8:00 a.m. No activities will be placed on the schedule/calendar without approval of the building administrator.

### **Computer Rules**

1. No food or drinks near the computers.
2. No games without approval by administration or teachers.
3. Personal email accounts are not to be checked from school computers.
4. No music - unless it is a class requirement.
5. Only school appropriate websites are allowed. Websites deemed allowable will be at the discretion of the individual teacher and administration.
6. Abuse of computer equipment will result in loss of privileges.
7. Computers are for school assignments and research.

### ***INTERNET USAGE***

#### **Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases, files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District

policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### **Acceptable Use**

The use of District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities that are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows users access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. E-mail files are subject to be reviewed by District and school personnel. Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter," which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or other disciplinary action.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

## **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal information.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read Email on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.
7. No downloads of music, games, etc. are allowed

## **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

## **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted by such privilege creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator. The District does use filtering, blocking or other technology to protect students and staff from accessing Internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA).

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to, the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the

District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

### **Consequences**

The consequences for violating the District's Acceptable Use Policy may include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Student disciplinary action up to and including suspension or expulsion.

### **Instruction**

Each student should determine goals for themselves. Students should think about a future career, how they will use their leisure time, choose citizenship activities, and many other things pertaining to his or her future career. Each student should plan their high school career with a definite purpose in terms of the goals that they have set for themselves. Students must select their career path by the eighth grade and plan their four years in high school to meet those goals.

### **Bell Schedule**

Elementary Regular day:		Junior High/High School Regular day:	
Breakfast (K-6)	7:35 a.m. – 8:00 a.m.	Breakfast	7:35 a.m. – 8:00 a.m.
Classes Begin (K-6)	8:00 a.m.	1 <sup>st</sup> hour	8:00 a.m. – 8:55 a.m.
Lunch (K-2)	11:00 a.m. – 11:20 a.m.	2 <sup>nd</sup> hour	8:58 a.m. – 9:53 a.m.
Lunch (3-5)	12:20 p.m. – 12:40 p.m.	3 <sup>rd</sup> hour	9:56 a.m. – 10:51 a.m.
		Homeroom	10:54 a.m. - 11:25 a.m.
Lunch (5-6)		4 <sup>th</sup> hour	11:28 a.m. – 12:43 p.m.
		HS Lunch	11:28- a.m. - 11:48 a.m.
		JH Lunch	11:55- a.m. - 12:15 p.m.
		5 <sup>th</sup> hour	12:46 p.m. – 1:41 p.m.
		6 <sup>th</sup> hour	1:44 p.m. – 2:39 p.m.
		7 <sup>th</sup> hour	2:42 p.m. – 3:37 p.m.

### **Class Schedule**

Students are encouraged to seek the help of parents, counselors, and teachers in selecting the proper course of study. If any changes are necessary, they should be made no later than the end of the first week of each semester. After this period, changes can only be made with the consent of teachers and the building administrator. All Class changes must be approved by the counselor, administrator and the parent, each must sign a class change form.

## **Student Load**

High School students are required to carry a minimum of seven (7) units of credit every year. 26 units of credit are required for graduation. Graduation requirements are subject to change from year to year by the Board of Education. The Board of Education reserves the right to change graduation requirements. The administration and counselor will determine the status of a transfer student and his/her graduation requirements based on the Department of Elementary and Secondary Education's (DESE) state graduation requirements.

Technical School (3 units each). Classes are offered at the Clinton Technical School to students in their junior and/or senior years. Students can enroll in one of the available programs. No Technical School classes may be taken if a similar class is offered at Montrose High School. Students may also enroll in  $\frac{1}{4}$  credit of communication arts each semester as an embedded credit.

Auto Mechanics  
Computer Networking & Repair  
Machine Tool

Building Trades  
Health Occupations

---

## **Technical School Policy**

Students from the Montrose High School who desire to attend Clinton Technical School may attend after their sophomore year, provided they have obtained twelve (12) credits at Montrose High School. Students may not take classes at the Technical School that are offered at Montrose High School. Students who make D's or lower at Montrose High School or the Technical School will not be allowed to continue enrollment at the Technical School the following semester. Students who fail to attend Clinton Technical School classes may be asked to reimburse the Montrose R-XIV School District for their tuition cost and will be restricted from returning to the Technical School the following semester. Students who wish to attend the Technical School are required to have 92% attendance rate during their freshman, sophomore, and junior years.

## **Online High School Courses**

A student may elect to take courses on-line through an established and accredited program approved by DESE. The course must be approved and signed by a counselor and administrator. The grade the student earns on their final transcript from the online course will be the grade the student sees on his/her report card/transcript from Montrose R-XIV. The final GPA for that semester and, ultimately, the cumulative GPA will reflect the grade from the online course. Each student will only be allowed to take a maximum of two classes from an accredited online high school from grades 9-12.

## **Dual Credit**

Any student interested in taking dual credit courses may do so if they meet the requirements of the college or university of interest. There will be no maximum number of classes the student can take. It is encouraged that students seek advice from the counselor and teachers to discuss the schedule and time commitment. The grade the student earns on their final transcript will be the grade the student sees on his/her report card/transcript from the school. Their final GPA for that semester and, ultimately, the cumulative GPA will reflect the grade from the college or university. The student/parent will be responsible for paying all costs associated with taking the online class. Scholarships and/or financial assistance may be available. Please contact the school counselor for more information.

## Mid-Quarter Report to Parents

Mid-quarter reports consist mainly of pupil progress in scholarship, social conduct, study and work habits, and attendance. They can be viewed on the Tyler SIS Parent Portal or Tyler Student 360 App to report all levels of work for each student. Parents are urged to become acquainted with the faculty who work with their children. If there are any questions, teachers will be available for teacher/parent conferences. Any student receiving more than three deficiency reports at any mid-quarter will be required to bring their parents in for a principal/teacher/parent conference.

## Grading

Students grades are calculated using a running total of the cumulative points given by the teacher throughout the semester, in addition to the final and Missouri State EOC (when applicable). During the first semester, 90% of the student's grade is derived from the points accumulated, with the other 10% of their grade coming from the final. In courses where there is a state required EOC, 90% of their semester grade will come from points throughout the semester, with 5% from the semester final, and the final 5% from the state EOC.

**Grading Scale**—the standard system for records and files are as follows:

A	Excellent
B	Above Average
C	Average
D	Below Average
P	Passing
F	Failing
IC	Incomplete due to illness or other valid reason. Must be completed within 2 (two) weeks or will result in an "F".
NC	No Credit due to excessive absence.

**The following grading scale will be used to determine grades:**

Grade	Point	Percentage
A	4	95-100
A-	3.667	90-94
B+	3.333	87-89
B	3.0	83-86
B-	2.667	80-82
C+	2.333	77-79
C	2.0	73-76
C-	1.667	70-72
D+	1.333	67-69
D	1.0	63-66
D-	0.667	60-62
F	0	00-59

## Graduation Requirements

Transfer credits counted for completion of a High School diploma will be recognized when they are issued through an accredited program approved by DESE. To graduate from the Montrose R-XIV School District, a student must complete twenty-six (26) units of credit, be in high school attendance eight (8) semesters, and meet state testing requirements or request early graduation from the Board of Education. The administration and counselor will determine the status of a transfer student and his/her graduation requirements based on the Department of

Elementary and Secondary Education's (DESE) state graduation requirements. Students who meet these requirements, or modified graduation requirements specified in their I.E.P., will receive diplomas from the school district indicating they have completed the prescribed course of study. Students may attend school until they reach their 21<sup>st</sup> birthday. At that time, they are no longer eligible for public high school. The Montrose R-XIV School District adopted a 4 day school week for the 2020-2021 school year. Due to this, graduation requirements will be phased in as followed:

- Class of 2021 students will need 29 credits.
- Class of 2022 students will need 28 credits.
- Class of 2023 students will need 27 credits.
- Class of 2024 students will need 26 credits.

### **Graduation Requirements:**

<b>Credit and Promotion Information</b>	
English/Language Arts	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	1 credit
Practical Arts	1 credit
Physical Education	1 credit
Health	½ unit
Personal Finance	½ unit
General Electives	9 units

### **Class Rank**

Because the Montrose R-XIV Board of Education wishes to recognize and reward students who display exceptional academic ability, as well as potential for future excellence, a cumulative grade point average from grades 9-12 will be utilized to determine the student's final cumulative grade point average. Class rank will be determined by assigning grade points for each letter grade earned and computing the average grade point for all classes completed at the Montrose campus including courses taken at the Technical School. Courses taken through alternative programs and correspondence will be computed into the students' final grade point average.

A cum laude grade point system will be used as a way to honor more students and regain self-competition with their grades. Cumulative GPA for cum laude is 3.5 to 3.7; cumulative GPA for magna cum laude is 3.8 to 3.9; cumulative GPA for summa cum laude is 4.0 and above. Recognition will be given to magna cum laude (silver) and summa cum laude (gold) with honor cords.



## **Student Placement**

To be considered a sophomore, a student must have earned at least 6 units of credit; a junior must have at least 12 units of credit; and a senior must have earned at least 19 units of credit. Advanced placement will not be permitted.

## **Honor Roll**

To be on the “A” Honor Roll, a student must not receive any grade lower than A-, to be on the “B” Honor Roll students must not have any grades lower than a B-. Honor Roll will be for grades 3 through 12. Specials class grades will not be included for grades 3 through 6. An Honor Roll Incentive will be given to the students meeting the above requirements during the first three quarters of the school year.

The Honor Roll will be computed and published shortly after the end of each quarter. Grade cards will be issued within two weeks following the end of each quarter. Any student who owes library books or any other fees may not receive their grade card until the matter has been resolved. If not resolved by the end of the year, no credit will appear on the permanent record and no transcript will be issued.

Tutoring will be before and after school—before school tutoring hours are 7:00 a.m.-7:30 a.m., after school tutoring hours are 3:45 p.m.—4:15 p.m. Tutoring is mandatory in grades K - 12 for any student receiving a “D” (or equivalent in kindergarten) or lower until the grade is brought up after the two week session. Each student receiving tutoring must have a signature by their respective teacher every day for the two weeks to account for their attendance.

## **Assemblies, Class and Club Meetings**

Assemblies play a major part in our school activities. They enable our student body to perform, boost school spirit, and stimulate good feelings between faculty and students. Students are required to file in quietly and be seated. Upon dismissal, students are to file out quietly. Class and club meetings will be held before and after school hours.

Pep assemblies will be held for Homecoming, District tournaments, and advancement beyond Districts. The pep assemblies will include all students K-12.

## **Student Activities**

Students missing school on Fridays will not be allowed to attend school activities that occur over a weekend unless they have a Doctors excuse.

## **Class Funds/Fundraising – Activities/Senior Trip**

Montrose R-XIV School District provides opportunities for fund raising activities using district owned facilities and equipment designed to assist the classes in raising money for class activities and their senior class trip. Any and all monies raised while engaged in class fund raising activities become school district funds, maintained in a separate account, and will be used exclusively for activities/senior trip. Individual students cannot claim or use class monies for any purpose other than class activities/senior trip nor do they have any individual claim to any funds raised.

Sponsor led fundraisers will be as follows:

Freshman – Maximum of one fundraiser

Sophomores – Maximum of two fundraisers

Juniors – Maximum of three fundraisers

Seniors – Maximum of four fundraisers (an exception may be made if the class presents to the Board of Education that they are in financial need)  
Clubs/Activities – must be approved by administration

The senior class sponsors will be executors of senior class fund disbursement with any unused monies reverting to the Montrose R-XIV School District. In general, all funds raised by any school organization will adhere to the above-described organizational structure.

A student must attend Montrose R-XIV during their junior and senior year to be eligible to attend the senior trip at the cost of raised monies; otherwise, the student must pay an equal proportion of the profits raised by the senior class (i.e. funds raised during their junior and senior year).

Students must be eligible for graduation and be enrolled as a full time student during their senior year in order to participate in the senior trip. The senior/s in question must demonstrate, one week prior to the senior trip, a passing grade (60% or above) in all subjects. If a senior is ineligible to attend the senior trip, they will, at that time, forfeit their right to all hours worked and monies raised. The student/s must be in attendance at school during the senior trip or the absences will be considered unexcused absences. Administration must approve the dates and location of the senior trip.

### **Teaching about Religion**

According to the laws of the State of Missouri, no sectarian doctrine shall be taught in any of the public schools. The Holy Scriptures, without note or comment, may be used as references. Sectarian beliefs may be described and discussed in classrooms at all grade levels, but the purpose of the public schools is to encourage recognition and respect, not to instill belief.

### **Promotion or Retention**

The welfare of each individual child will be the primary consideration for promotion or retention. Age, achievement, social, physical and mental development will all be taken into consideration. If a child is to benefit by retention, it is usually best for him/her to be retained at the earliest stage of school development when the problem is recognized. The decision is to be made by the classroom teacher and the building administrator after consulting with the parents and other teachers who work with the student. Parents will be notified before a final decision is made.

Since reading and mathematics skills are vitally important to a child's academic progress, any child who consistently maintains a grade below a 60% average in either reading or mathematics may be retained. Any child who consistently maintains a grade average below 60% in any two core subjects other than reading and mathematics may be retained. The following subjects are designated as core subjects: Kindergarten through 3<sup>rd</sup> grades-language arts (including reading), and math; 4<sup>th</sup> through 6<sup>th</sup> grades-language arts (including reading), math, science and social studies; all remedial subjects are considered core subjects.

## ***STUDENT RIGHTS AND RESPONSIBILITIES***

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Board of Education to create an environment in which each student's right to learn is protected. The Board of Education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

1. The Right to Attend Free Public Schools—the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school.
2. The Right to a Quality Education—the responsibility to put forth the best efforts during the educational process.
3. Civil Rights (including the right to equal educational opportunity and freedom from discrimination) – the responsibility not to discriminate against others.
4. The Right to Free Inquiry and Expression—the responsibility to observe reasonable rules and regulations regarding these rights.
5. The Right to Due Process of Law—with respect to suspension, expulsion, and decisions which the student believes injure his/her rights.
6. The Right to Privacy—which includes privacy in respect to the student’s school records. It is the Board’s belief that, as a part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any interpretation, subject to appeal.

Students and their educational programs are the major concerns of the school district. They must receive the primary attention of the Board of Education and all staff members of the District. To this end, the Board and the professional and support staff shall work together to establish an environment conducive to quality educational opportunities for district students. Discipline is part of every student’s education. Discipline begins in the home and is carried over into the school as well as later when discipline standards must be set by one’s self. In providing educational programs to its students, the Board seeks to achieve the following student related goals:

1. Adapt the instructional program in order to provide appropriately for each student according to specific background, capabilities, learning styles, interests and aspirations.
2. Protect and observe the legal rights of students.
3. Enhance the self-image of students by helping them feel respected and worthy through a learning environment, which provides positive encouragement and opportunities for frequent success.
4. Provide an environment of reality in which students can develop personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. Deal with students in matters of school discipline in a just and constructive manner.
6. Promote faithful attendance and good quality classroom work.

### **Student Discipline**

The Board of Education has the legal authority to make all policies, rules, and regulations for organizing, grading, and governing the Montrose R-XIV School District. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the school or impairs the morale or good conduct of the students. The Board may also delegate to the Superintendent the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in the district. These rules apply to all students in attendance in district instruction and support programs as well as school sponsored activities and events.

The building administrator may summarily suspend any student for up to ten days for violation of the rules and regulations of the school district. A student may be suspended by the

building administrator for the following, but not limited to, reasons: insubordination, irregular attendance, tardiness, truancy, habitual idleness, viciousness, or habitual failing to give proper observance to requirements of the school. Notice of suspension shall be given immediately to the parent or guardian and to the Superintendent. The building administrator may reinstate students suspended after the first offense.

Flagrant disregard for policies, rules and regulations or continued truancy may result in suspension by the Superintendent or expulsion. The Superintendent may suspend the student for 180 days. However, expulsion of students is a function only of the Board of Education. Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to endorsement by the building administrator. The Board expects each teacher to establish and maintain a satisfactory standard of conduct in the classes. As students progress in the district's school, it is reasonable to assume an increase in age and maturity will result in the students taking greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action. When formal disciplinary action occurs, a student will be made aware of the charges, and then given notification of any disciplinary action that will take place. Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the building administrator to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

### **Student Due Process Rights**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies covering and grievances.

### **Students of Legal Age**

Every student 18 years of age or older shall be deemed to be an adult. Such students, like all other students, shall comply with the policies, rules, and regulations established by the Board of Education, pursue a prescribed course of study and submit to the authority of teachers and others in a supervisory role. A parent/guardian signature is required for leaving school during the school day and for permission forms.

### **Interrogations & Searches**

Interviews with Police or Juvenile Officers, other law enforcement officials, and/or Children's Division (CD). The District has legal jurisdiction over students during the school day and hours of approved extra-curricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials and CD personnel. When law enforcement officials and CD personnel find it necessary to question students during the school day or periods of extra-curricular activities, the school building administrator or designee will be present. Students will be afforded the same rights in dealing with law enforcement officials and CD personnel that exist outside the school. Parents will be notified. The law officials and CD personnel must inform students of their constitutional rights. Students may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials and CD personnel.

### **Searches by School Personnel**

Students may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities, if such action is deemed appropriate by the building administrator. School lockers and desks are the property of the Board of Education and are provided for the convenience of the students and, as such, are subject to periodic inspection without notice. The lockers and desks may be subject to search by school administrators for a variety of reasons. Among the reasons, but not limited to these reasons, are suspicion of concealing drugs, alcohol, material of disruptive nature, stolen properties, weapons or other items posing a danger to the health and safety of students and school employees and library and school textbooks.

### **Removal of Students from School by Law Enforcement Officials**

An officer of the law may take a student from the school only if the officer has ready for service a subpoena, a warrant for arrest, or an order for civil arrest. The building administrator will attempt to notify the student's parent/legal guardian that the student is being removed from school. Occasionally, the building administrator may find it necessary to call the law enforcement officials for assistance in handling a student responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

### **Student Suspension**

The Board of Education believes that the right of a student to attend school in the district carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school. Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the right of others to an education or willful conduct which endangers the student, other students, or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education. The Board authorizes the summary suspension of pupils by the principal for a period of time not to exceed 10 days and by the Superintendent for a period not to exceed 180 school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding 10 days. A student must be suspended by the principal for insubordination, irregular attendance, tardiness, truancy, habitually failing to give proper observance to the requirements of the school. Notice of suspension shall be given immediately to the parent or guardian and to the Superintendent. After a student has served the suspension, a parent/guardian must accompany the student to school before he/she will be readmitted. Parents/guardians must call and make an appointment with the building administrator for the re-admittance conference. The building administrator may request parents/guardians attend class with the student for a class period or all day. The student and/or parents/guardians may appeal the building administrator's decisions to suspend the student to the Superintendent. Students suspended may be reinstated after the first offense by the building administrator, for the second suspension, they must be reinstated by the Superintendent; for all subsequent suspensions, they must apply to the Board of Education. A student that has been

suspended cannot attend any extra-curricular activities during the time of suspension. In the case of suspension of a student, by the Superintendent, for a period of more than 10 days, the student, parents/guardians, may appeal the decision of the Superintendent to the Board. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the Superintendent shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the student shall be immediately removed from school. Upon the filing of a request for an appeal of the Superintendent's decision to suspend a student for more than a period of 10 days, the Superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the Superintendent and other administrative officials and the reasons for such action. The Board, upon request, shall grant a hearing to the appealing party.

### **Student Expulsion**

The Board of Education may originate suspension or expulsion proceedings on its own motion for student conduct which is deemed prejudicial to good order and discipline in the school or which tends to impair the morale or good conduct of the students. However, only the Board has the authority to expel a student from school. If a student consistently refuses to conform to school policies, rules, and/or regulations the Superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as the guideposts for the proceeding:

1. Expulsion action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his parents/guardians, or others having his custodial care. Such notification will include charges and the student, parents/guardians, or others having custodial care, shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed unless the student, parents/guardians or others having custodial care requests an open hearing. At said hearing the school or counsel shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The Board will expect the building administrator in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians, or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented on behalf of the charges and to present testimony in defense there against.
3. At the conclusion of the hearing or in an adjourned meeting, the Board shall render its decision to dismiss the charges, suspend the student for a specific time, or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians or others having custodial care, and counsel, if applicable.

Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the Board of Education.

### **Truancy**

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school or class during any session without authorization, shall be considered truant (See Policy and Regulation 2340 –

Truancy and Educational Neglect). Truancy for any portion of a day will be considered one incident. Students will not be allowed to make up work missed while truant. Truancy is unexcused.

### **Vandalism**

Because incidents of willful or malicious abuse, destruction, defacing and/or theft of property of the Montrose R-XIV School District are clearly contrary to the best interest of the school district and injurious to the rights and welfare of the entire community, the Board shall seek all legal redress against persons found to have committed such acts. Districts patrons, students, and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible.

### **Student Assaults and Fights**

Fighting and threatening or intimidating actions are not acceptable student behaviors.

### **Conduct in the Halls**

Keep to the right, avoid at all times running, shouting, whistling, slamming lockers, and all other forms of unnecessary loudness and confusion in the halls. Do not loiter at the lockers or stand in groups blocking hallways. Help keep the halls and school grounds clean by placing waste paper and other refuse in the waste paper baskets. Watch where you are going, to prevent collisions and remember to apologize when necessary. It is the teacher's duty to keep the halls as orderly and quiet as possible and to monitor the hallways by standing outside their classrooms between class periods.

### **Electronic Devices (Excluding Laptops)**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic devices will be banned upon arrival in the building and continue until exiting the building at dismissal. Students may use electronic devices during the three (3) minute passing periods and lunch time in grades 7 - 12. Students are expected to refrain from posting on any social media site while at school. Students must leave their electronic devices locked in their lockers.

### **Backpacks and Large Bags**

No backpacks, purses or large bags will be allowed in junior high and high school classrooms.

## ***DISCIPLINE, SUSPENSION, AND EXPULSION OF HANDICAPPED STUDENTS***

### **General Provision**

Handicapped students are not exempt from the normal discipline process, nor are they entitled to participate in programs when their behavior significantly disrupts the education of other children in the program. However, the law does provide some guidelines in the suspension and expulsion of handicapped children with behavior problems.

## **Suspension**

Before a handicapped student can be suspended, the administrator and the student's teacher(s) must review the student's special education placement to determine whether the behaviors which lead to suspension are related to the student's handicapping conditions, and if the special education placement is appropriate. If the review determines the behaviors are not related to the handicapping condition and the services being provided are appropriate, the school may suspend and then return him/her to the same placement. Follow normal district procedures. This decision is to be written and include the following components: reason for suspension, length of suspension, disposition of the committee, and the committee members. A copy of the report should be filed in the student's special service record. If the behaviors are related to the handicapping condition, then the administrator must conduct a review of the IEP to determine whether an alternative placement is needed. The district would provide alternative special education services based upon the revised IEP, if determined necessary. In making any change in special education placement, the school must use the following procedural safeguards: send written notice to the parents; review the current placement; review or revise the IEP to insure appropriate program; provide for a continuum of alternative placements, and use procedural safeguards and grant the student's due process rights.

## **Expulsion**

Expulsion has been determined by the courts to be a "change in educational placements." Therefore, special education students must be afforded all procedural safeguards required by PL94-142 and Section 504. Before considering expulsion, a continuum of special education services should first be considered. Appropriate procedures for review and change of placement should be pursued.

## **Anticipatory Procedures**

School personnel often can anticipate which disruptive, aggressive, and antisocial behaviors will lead to disciplinary measures. When problems are anticipated, the following suggestions may be helpful:

1. In case of a handicapped student with a history of such behaviors, the team writes into his IEP specific behavior management contingencies to be initiated at the onset of inappropriate behaviors. Behavior management contingencies may include, but are not limited to: a. time out of room; b. withdrawal of privileges; c. crisis intervention; and d. short term suspension.
2. The school informs the parent/guardian and student of the behavior management contingencies stipulated in the IEP, and asks them to agree to them.
3. The building administrator and/or other individuals in the school who are responsible for implementing the student's IEP activate the IEP contingencies when a handicapped student exhibits disruptive or anti-social behavior.
4. The IEP specifies the behavior management contingencies used and the individuals implementing them according to the types and severity of the behaviors demonstrated by the student.
5. The building administrator implements all suspension or other exclusions from school as stipulated by the IEP.
6. Any incident that causes the behavior management contingencies to be implemented, can also cause the IEP team to reconvene. At the IEP meeting, the team reviews the student's special education program to assure the services being provided are meeting the child's needs. The team may obtain additional data, testing, etc., and may recommend



modifications in the student's program. However, the team may not make changes in the student's placement without first following normal district procedure.

## ***DRUG FREE POLICY***

### **Staff and Student Alcohol and Drug Abuse**

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students and staff who attend the schools. Therefore, as the use, sale, transfer, possession, or going under the influence of intoxicants, alcohol, and/or physical or mind altering chemicals (drugs) are wrong and harmful, they are prohibited on or in school property, at school sponsored activities or events that are held on the Montrose R-XIV School campus or elsewhere, in any vehicle being used to transport students from or to any school event held on the Montrose R-XIV school campus OR to and from any event that the school is participating in at any location, or in any situation in which the school is responsible for the conduct and well-being of students and staff. Compliance with the standards of conduct is MANDATORY. Random drug testing for athletes and students participating in extra-curricular activities will be implemented. Parent/Guardian consent forms will be sent out with the student packets on the first day of school. In order for the student to participate in extra-curricular activities or athletics, the consent forms must be signed. It is not fair to those students desiring to make the most of their educational activity opportunities to be exposed to unnecessary disruptions and distractions as caused by fellow students or staff under the influence of drugs or alcohol or in possession of these substances. For the purpose of this policy, a drug shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief extended period of time. The substance may be taken into the body by inhalation through the respiratory systems, absorption through the skin or body openings, ingestion through the digestive system, or injection into any of the body's fluid systems. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or as part of any of its activities. Any student of the school district in possession of or under the influence of drugs shall be in violation of this policy. Moreover, any student in possession of or under the influence of alcohol is also in violation of this policy. ANY quantity of drugs in the student's possession not previously cleared in the following paragraph shall be in violation. The student body shall be informed that the Board of Education and the school's staff consider drug and alcohol enforcement to be a continuing duty. Therefore, all "over the counter" drugs will also need to be cleared with the building administrator before being taken. While this action may seem overly harsh, it is the only way this policy may be fairly enforced to put all students on an equal basis. Students will need to notify either the building administrator of the need for medication as long as the medication is taken. The school administration or teachers shall have the right to search the person, clothing, lockers, books, or any other personal belongings of any student, under their supervision suspected to be in violation of this policy as often as necessary, whether during school hours or at any school event, formal or spontaneous, whether at the school or some other alternate location. Any student found by the administration and/or staff to be in violation of this policy shall be automatically suspended from all activities for a minimum of one semester. A semester for purposes of this policy shall be defined as a ninety-day period counting only days school is actually in session. The ninety-day period may span actual semesters or school year calendar. The student will also receive a five-day unexcused suspension from school and will not be re-admitted without being accompanied by a parent or guardian at the time of re-admittance. Because this student has not exhibited qualities befitting special honors or privileges, all honors,

earned letters, offices, special trips, etc. shall be forfeited by the student for any activity of record during the suspension. An activity shall be defined as any school event outside of the academic class time necessary for units of credit. Examples of activities would include athletic events and contests, field trips, club meetings, and other qualifications by the above definition. A state-approved lab as to content shall routinely analyze all substances confiscated from students and staff. Substances in violation of current state law shall cause the school to notify proper law authorities and file any appropriate charges deemed necessary.

Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace by the employees. Any staff member found to be in violation of this policy shall be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to complete an appropriate rehabilitation program. The school district has an on-going drug-free awareness program to inform employees about: the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free workplace; any available drug counseling; rehabilitation; and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. Each employee receives a copy of this drug-free policy before the first day of school. As a condition of employment, the employee will: abide by the terms of the policy, and notify the school in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such a conviction. The district shall take one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted: taking appropriate personnel action against such an employee, up to and including termination; or requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

### **Tobacco and Other Tobacco Products**

Students and staff under the jurisdiction of the school district shall not be permitted to smoke or use tobacco products in the school building, on school buses or on school sponsored activity trips.

## ***COMMUNICABLE DISEASE-STUDENT***

### **Purpose**

The School Board recognizes its responsibility to protect the health of students and employees from the risk posed by infectious disease. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to attend school and to be treated in a non-discriminatory manner.

### **Immunization**

Students cannot enroll and/or attend school unless immunized as required by Missouri law.

### **Universal Precautions**

The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement universal precautions.

## **Categories of Risk**

Students with infectious diseases that can be transmissible in school and/or athletic settings (such as, but not limited to: chicken pox, influenza, and conjunctivitis) should be managed as specified in: (a) the most current edition of the Missouri Department of Health document entitled: *Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators* and (b) documents referenced in 19 CSR 20-20.030 and (c) in accordance with any specific guidelines/recommendations or requirements promulgated by the local county or city health department. A student infected with a blood borne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV) or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions, which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

## **Exceptional Situations**

There are certain specific types of behaviors (for example: biting or scratching) or conditions (for example: frequent bleeding episodes or uncoverable oozing skin lesions) which could potentially be associated with transmission of both blood borne and non-blood borne pathogens. No student, regardless of whether he or she is known to be infected with such pathogens, should be allowed to attend school unless the behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure.

In these exceptional instances, an alternative educational setting may be warranted. In certain instances, a designated school administrator may want to convene a Review Committee. The number of persons on the Review Committee should be limited. It is recommended that members be limited to 1) the parent (s)/guardian(s), 2) medical personnel (student's physician, school nurse/health assistant) 3) building administrator, 4) Superintendent and or designee. Local health department officials may be consulted and/or included as members of the review team. If the student is identified as having a disability, any change of placement would need to be effected through the Individual Educational Program (IEP) process. In the case of a student who is disabled, but not identified under the Individuals with Disabilities Education Act, any change of placement would need to be effected through a multidisciplinary team meeting.

Specific mechanism should be in place to ensure the following are consistently done:

- a. All episodes of biting, and all children, who exhibit repeated instances of significant aggressive behavior, should be reported to the designated school administrator.
- b. The school nurse/health assistant and the designated school administrator when appropriate should be informed of any child who has recurrent episodes of bleeding or who has uncoverable, oozing lesions.
- c. The school nurse/health assistant and the designated school administrator when appropriate should be promptly informed of any child with an illness characterized by a rash.
- d. The school nurse/health assistant and the designated school administrator shall be informed of any instance in which the significant potential for disease transmission occurs.

## **Confidentiality**

The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. Missouri law (191.689 RSMo. (1994) identified two groups

of people within a school system who could be informed of the identity of a student with HIV infection on a “need to know” basis. They are:

1. Those designated by the school district to determine the fitness of an individual to attend school (see recommended Review Committee membership listed above); and
2. Those who have a reasonable need to know the identity of the child in order to provide proper health care.

Examples of people who need to know are school nurse/health assistant, review team members, and IEP team if applicable. Security of medical records will be maintained. Breach of confidentiality may result in disciplinary action, a civil suit, and/or violation of the Family Educational Rights and Privacy Act.

### **Reporting and Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local laws and Department of Health rules governing the control of communicable and other diseases dangerous to public health, and any applicable rules promulgated by the appropriate county or city health department.

### **Notification**

Superintendents who supply a copy of a Board-approved policy that contains provisions substantially similar to this guideline to the Department of Health shall be entitled to confidential notice of the identity of any district child reported to the Department as HIV- infected and known to be enrolled in the district (whether in a public or private school). The parent or guardian is also required by law to provide such notice to the Superintendent. Districts should periodically review their policies and procedures and make revisions when necessary.

Legal Refs: 167.191, 191.650-.703 RSMo

Americans with Disabilities Act (42 U.S.C. 12101 et seq.)

P.L. 94-142 Individuals with Disabilities Education Act of 1973 (20 U.S.C. 140 et seq.)

P.L. 92-112, Section 504 of the Rehabilitation Act of 1973

19 CSR 20.20.01 through 20.20.060 and 20.28.010

## ***STUDENT HEALTH***

### **Physical Examinations, Dental Inspections, and Vision Screenings**

Physical examinations, dental examinations, and vision screenings are strongly recommended for all students.

### **Illness**

If a student becomes ill at school and has diarrhea or vomiting (without a prior doctor’s note regarding these symptoms) or a temperature of 100 degrees Fahrenheit or more, the student must go home. They must be symptom free (without taking medication to prevent the symptoms) for 24 hours before returning to school, attending or participating in school activities/events. This is subject to change based on the Henry County Health Center guidelines.

### **Head Lice**

The continued discovery of pediculosis (head lice) on students in the Montrose R-XIV School District indicates that a clear and workable policy needs to be in effect in order to control the

spreading of head lice at school. The Montrose R-XIV School District will implement the following:

1. Screenings for head lice will be done on a periodic basis on grades K-12 at the discretion of the school nurse/health assistant/secretary/administration.
2. When and if head lice/nits (lice eggs) are discovered on any student in the Montrose R-XIV school system, it will immediately become the district's number-one priority in the health program. All siblings of the infected student will also be checked.
3. If the school nurse/health assistant, secretary, teacher, or administration should discover head lice/nits (lice eggs) on a student in the classroom, the parent of that student will be notified, and the student will be removed from the classroom and from school. A letter will be sent home explaining the findings of the screening and school district policy regarding head lice. Student transportation home will be the responsibility of the parent/guardian.
4. The student may not return to school until the next school day after the discovery to allow for treatment. If head lice/nits (lice eggs) are discovered again, the student will be sent home again to allow for additional treatment or physician evaluation, as needed. This process will continue until no head lice/nits (lice eggs) are found.
5. The school nurse/health assistant/secretary/administration will instruct the parents concerning various shampoos and sprays that can be purchased for the head lice/nits (lice eggs), and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eradicated.
6. To be readmitted to school a student must be accompanied by a parent/guardian, and must be examined by the school nurse/health assistant/secretary/administration. The student's teacher will be notified that there is no evidence of head lice/nits (lice eggs). If nits (lice eggs) are still present, the student will be sent home until the nits (lice eggs) are removed from the hair.
7. When the student is free of head lice/nits (lice eggs) and has resumed classes, his or her head will be checked daily for three (3) days and periodically for the next two weeks to ensure that the infestation has been completely resolved. If at that time, head lice/nits (lice eggs) are found, parents will again be called and reinstructed concerning treatment of head lice/nits (lice eggs) and the student will be removed from the classroom and from school.
8. The school will keep accurate records of students infected with head lice/nits (lice eggs). From these records, the school will determine the infected individuals who could possibly be the carriers of the head lice.
9. It will be the responsibility of the school nurse/health assistant/secretary/administration to examine a student who is possibly infested with head lice/nits (lice eggs), and to recommend his or her removal from school, if warranted. The school nurse/health assistant/secretary/administration is also responsible for recommending readmission of the student after treatment is completed.
10. If a student remains infested after three (3) consecutive checks and/or misses five (5) days of school due to infestation, the case may be referred to Children's Division at the discretion of Montrose R-XIV School District Administration.

## Student Medication Policy

If medication is given at home, the parent/guardian must notify the school. However, if the physician's order indicates it must be given during school hours, the medication may be administered at school by complying with the following instructions:

### Prescription Medications

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, time frame in which the drug must be administered, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name. The prescribed medication must be dropped off and picked up by the parent/guardian at the school. The parent/guardian must fill out a medication receipt form when dropping off or picking up the prescribed medication.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

### Non-prescription Medications

Over the counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from parent or guardian. This request must include date,

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.  
**Maximum needed:** six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.  
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-9 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.  
10-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. **Maximum needed:** four doses.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.  
Kindergarten-9 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.  
10-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



dosage, and time medication is to be given. All medicines must be properly identified. If it is necessary for a child to take a daily non-prescription medication such as aspirin for rheumatoid arthritis, a request from the parent/guardian and also a request from the physician must be

provided. Do not send any medication in envelopes, plastic wrap, lunch boxes, etc. All medications must be in original containers. Administration of medicines will be the responsibility of the school only if the school's student medication policy is followed. Parents/legal guardians must sign a permission form giving permission for their child to receive over-the-counter medicine, such as, acetaminophen, ibuprofen, antacid tablets, or Pepto-Bismol on an as needed basis at school. A record of date, time, student's name, type of medicine, and quantity is kept in the office.

### ***FOOD SERVICES PROGRAM***

All students are required to be in the cafeteria whether they bring their own lunch or eat meals prepared in the cafeteria (Grades K-6 will have breakfast in the classroom from 7:35 a.m. – 8:00 a.m.). Under no circumstances are the students to leave campus to eat lunch. STUDENTS WILL NOT BE IN THE KITCHEN. In the operation of the child-feeding program, no child will be discriminated against because of race, sex, color, or national origin. Under the provisions of the policy, the Superintendent will review applications and determine eligibility. If a parent is dissatisfied with the ruling of the official, you may notify the school on an informal basis or make a request for a hearing to appeal the decision either orally or in writing to the Board of Education, Montrose R-XIV School District, 307 East 2<sup>nd</sup> St., Montrose, MO 64770. Hearing procedures are outlined in the Board Policy Manual. A copy is on file in the office where it may be reviewed by any interested party.

### **Cafeteria Regulations**

1. Normal courtesy should be extended to all students, as you yourself would expect.
2. Do not save places in the lunch line for others or crowd in the line.
3. Talking should be kept at a minimum and in a low voice.
4. Do not run from the classroom to the cafeteria.
5. STUDENTS ARE EXPECTED TO BE IN THEIR CLASSROOMS AND IN THEIR SEATS UNTIL THE BELL RINGS TO DISMISS THEM TO LUNCH.
6. Only cooks and staff are allowed in the kitchen.

### **SUPPORT SERVICES**

**Policy 5550**

#### **Food Service Program**

#### **Meal Charges**

#### **Purpose**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

#### **Administration**

1. Student Groups:
  - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
    - a) These meals will include only the menu items of the reimbursable meal.
    - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.

- Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
  - High School students will be allowed to charge one meal.
- 2. No charges will be allowed for ala carte foods and beverages.
- 3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the Office.
- 4. On May 15 annually all charging will be cut off.
  - Parents/guardians will be sent a written request for “payment in full.”
  - All charges not paid before the end of the school year will be carried forward into the next school year.
  - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
- 5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

### **Discrimination Clause**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs 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 USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or



(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

\*\*\*\*\*

June 2019, Copyright © 2019 Missouri Consultants for Education, LLC

### **Cafeteria Prices**

Full price breakfast for grades K-12	\$2.00
Reduced price breakfast for grades K-12	\$0.30
Full price lunch for grades K-12	\$2.50
Reduced price lunch for grades K-12	\$0.40
Adult Breakfast	\$2.35
Adult Lunch	\$3.35
A la carte prices are as follows (when available):	
Extra milk or juice	\$0.40
Breakfast Entrée	\$1.00
Lunch Entrée	\$1.50
Fruit/Vegetable	\$0.50
Hot Roll/Cinnamon Roll/Etc.	\$0.25
Yogurt	\$0.75
Other items offered	\$0.25 to \$1.50

Students will use a meal card this year to scan their meal purchases. The first card is issued free to the student. If a student requests an additional meal card, the cost will be \$1.00 for the first request and \$5.00 for each additional request. Payment must be received before an additional meal card will be issued.

### ***LEARNING RESOURCE CENTER***

The main purpose of the library is to provide students and teachers with books, magazines and other media to be used for classroom work and for pleasure and information. A second purpose is to provide a quiet place in which to study and to use the library materials. Books and periodicals on the open shelves may be used in the library without being checked out; this includes non-fiction and fiction books, reference books, current periodicals and newspapers. A card catalog by subject and author is provided. The librarian is glad to assist students and faculty in the use of the library. Students must have a hall pass to go to the library unless the entire class is going with the teacher.

The library is centrally located and contains approximately 5,000 volumes for Kindergarten through grade 12. Grades K-6 visit the library for one 50-minute period weekly. Preschoolers during the school year have the opportunity to check out library books.

### ***STUDENT QUALIFICATIONS***

#### **Entrance Age**

Children must have reached the age of five years prior to August 1<sup>st</sup> for entrance to kindergarten. Children must have reached the age of six years prior to the age of August 1<sup>st</sup> for entrance to first grade.

**Advancement of Students**

Any student who has missed school due to serious illness or accident must be homeschooled or make up missed work to advance to the next grade for the following school year.

**No Advance Placement**

There will be no advance placement of students. Students will be placed in an Enrichment Program and/or placed in the Gifted Student Program, when programs are available.

**Testing**

All students will be required to take all tests that are listed in the School Assessment Plan.

**Admission of Homeschooled Students**

Students who enroll in the Montrose R-XIV School District from a home-schooled status must meet residency requirements as stipulated in Policy 2230. Grade placement will be determined by an administrative evaluation of records from the home-school setting and assessment of student's age, total educational experience, achievement tests administered at the time of District registration, and consultation with parents/guardians.

High School academic course credits are issued by the authority of the local School Board. Credits obtained in a home school will not transfer unless the courses are accredited through the Department of Elementary and Secondary Education.

**Part Time Student**

A student may attend school on a part time basis as approved by the Board of Education for just cause. A student must be at least 17 years of age to be eligible for part time attendance. This policy in no way changes the Board of Education's requirements for graduation. Students classified as part time may not participate in extracurricular activities except graduation.

**School Check-Out Procedure**

When a student must transfer to another school or when a student drops out of school for any reason, the following procedure must be followed:

1. Check out through the office.
2. Turn books in to the teacher.
3. Check books into the library.
4. Clean out your hall locker.
5. Turn in your laptop and charger to the office.
6. Turn in all athletic uniforms, equipment, etc.
7. Return all school property.
8. Pay all fees or material costs incurred to date.
9. Request refund on fees paid.
10. Grades are to be furnished at time of checkout.

**Non-resident Students****PR 2240 Admission and Tuition - Nonresident Students**

---

**Students**

## **Admission and Withdrawal**

This District does not allow nonresident students to enroll and attend the District upon payment of tuition unless otherwise required by state law. If state law requires enrollment of nonresident students on a tuition basis and provided the student is not barred from enrollment by provisions of the Safe Schools Act (see Policy 2664), tuition rates will be determined annually by the Board of Education on the basis of the per-pupil cost for the preceding year including operation, maintenance, and debt service of the schools.

Within two (2) business days of enrollment in the District by state officials of a nonresident student pursuant to state statute, the Superintendent/designee will request the student's transfer and discipline records from all schools or facilities previously attended and from other state agencies and entities involved in the placement of the student within the twenty-four (24) month period preceding enrollment. The Superintendent/designee is authorized to share relevant portions of such student's transfer and discipline records with District employees who, based upon their duties, have a need to know such information. Such records will be maintained in confidence for purposes of maintaining discipline and for assistance to the student. The student's transfer and discipline records will not be a part of the student's permanent record nor used as the sole basis for denying educational services to a pupil.

### **Admission of Residents from Unaccredited School Districts**

In accordance with Missouri law and Board Regulation, the District will accept transfer students from school districts in its same or adjoining counties that are declared unaccredited by the state of Missouri.

**BOE Approved July 15, 2019**

July, 2013              Copyright © 2013 Missouri Consultants for Education

00338927.1

### **Student Activities**

All work on extra-curricular activities such as school plays, music programs, Junior-Senior Prom, and all fund raising activities will be done after school hours, with the sponsor being present. All class parties must be planned and approved by the sponsor and placed on school calendar with approval of the administrator. Junior-Senior Prom and banquet money spent will not exceed \$1,500, which will cover all expenses. A guest list will be approved by an administrator.

### **Textbooks**

The school will provide textbooks for all students in grades K-12 except for students taking dual credit classes or credit recovery classes. Lost or damaged text materials shall be the responsibility of each student, K-12, and the student shall be expected to pay for lost or damaged materials.

### **Accidents and Student Insurance Liability**

The school system and the Board of Education, by law, are not liable for accidents on the school grounds, in the building, or while students are going to and from school or on school

sponsored trips. The Board will sanction a group insurance plan for students with a reputable firm, paid for by students, if the patrons of the school district so desire (Markel Insurance Company is for the 2020-2021 school year and information may be found on the school website). Students participating in interscholastic athletics and similar groups must have their own insurance coverage and agree to use it or participate in the student insurance program. The Board of Education will not assume any liability for any injuries incurred in practice for participation in interscholastic athletic events or pay any medical bills for such.

### **Jurisdiction of the School to and From School**

Students are deemed to be under the jurisdiction of the school from the time they enter school property until they depart school property. Students riding the school buses are deemed to be under the control of school officials in exactly the same manner as pupils in a classroom. Teachers and those in charge of transportation equipment shall not permit a student to leave a bus, classroom, or school property except upon written or verbal instructions from the Superintendent, principal, or parents/guardians of the students.

### **Attendance Policy**

Attendance at school is a significant factor in achieving success at school. When a student is absent from class, it is impossible to recreate the situation that existed during the absence. No amount of make-up work can take the place of the classroom. For this reason, it is essential that each student be in class every day possible. Montrose R-XIV recognizes and encourages our students to attend campus visits to colleges or universities of interest. They are allowed up to two excused visits per year per student starting with their Junior year. Realizing that there are times when a student must miss school, the following procedures will be followed:

### **Student absences will be classified in one of the three following categories:**

#### **Class A – Excused**

- Personal illness - principal will require doctor's note
- Serious illness or death in the immediate family – principal will require proof of illness/death
- Montrose School activities
- Medical/dental appointments when they cannot be scheduled other than school hours - principal will require doctor's note
- Official college visits arranged through counselor's office - principal will require college visit note
- Students leaving school during school hours must be signed out by a parent/guardian or the student will **NOT** be allowed to leave school grounds and it will only be excused if it meets the guidelines in Class A – Excused.

**All make-up work will be completed in the same number of days/classes as the student was absent**

#### **Class B – Avoidable**

- Driver/permit examinations scheduled in advance through the office – excusable the first time only (proof required)

#### **Class C – Unexcused**

- Truancy
- No call or note from parent or guardian
- Emergency work at home/business for parent or guardian

- Out of town trips/vacations – work may be accepted if completed prior to the absence provided the absence is approved in advance, by administration (minimum two week notice)

Students must be in attendance at least four (4) hours of the school day to be able to attend/participate in any school related activities/events that evening if they do not have a doctor's excuse note. If the student leaves school during the last four (4) hours of the school day, the student must have a doctor's note to be able to attend/participate in any school related activities/events that evening. Students absent from school on Friday's or the last day of the school week must have a doctor's excuse note in order to attend/participate in any school related activities/events during the weekend.

### ***No credit for make-up work***

- Students should not ask to be excused for personal appointments, haircuts, perm, etc. These are automatically unexcused. Absences that are not prior approved but are found to be legitimate will receive consideration.
- Parents are requested to call the school at 660-693-4812 before 8:30 a.m. when a student is absent. The reason for the absence must be given. If a parent or guardian fails to call, an absence may be classified as unexcused or truant.
- Assignments must be requested before 10:00 a.m. and will be available after 3:25 p.m. For each day of absence, the student will have one day to complete make-up work. At the end of the second day, a zero will be recorded.
- If an absence is excused, the student will be allowed to make up work. It is the student's responsibility to check with teachers about work to be made up. This should be done in advance of an absence, when possible.
- Once a student is in attendance at school, he/she may not leave school unless the principal has approved. If a student becomes ill, he/she will be sent home after the parents have been notified. If students leave the building without notifying the office, the absence will be considered a truancy.

### ***TRUANCY***

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school or class during any session without authorization, shall be considered truant (See Policy and Regulation 2340 – Truancy and Educational Neglect). Truancy for any portion of a day will be considered one incident. Students will not be allowed to make up work missed while truant. Truancy is unexcused.

**ALL ABSENCES, IN THE JUDGMENT OF THE PRINCIPAL (OR REPRESENTATIVE) WILL BE MARKED EXCUSED, UNEXCUSED OR AVOIDABLE.**

### ***EXCESSIVE ABSENTEEISM***

Any student who is absent from a class more than five (5) days whether avoidable, excused, or unexcused during a semester is subject to loss of credit for that class. Missouri law requires school attendance. It is vitally important to the performance of each student. In order to receive credit for a class, a student must maintain a passing grade as determined by the instructor

and not miss more than 5 class periods in any one semester. School sponsored activities are an exception.

The parents will be notified at 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> absence intervals for each class period. At the 4<sup>th</sup> absence, the principal may require an attendance contract be signed by the student and the student's parents or guardian. This agreement will state specifically what the attendance requirements are for that student for the remainder of the semester. The school recognizes that extenuating circumstances beyond the control of the student do exist (such as chronic illness, hospitalization, accidents, etc.). Because of these extenuating circumstances, the following appeals procedures are available to those students who have lost credits due to excessive absences.

1. The first appeal to have credit restored is to the School Administrator. At this time, the student will have the opportunity to explain all absences. It is the student's responsibility to ensure that complete documentation concerning all absences is on file in the office. If the administrator determines the excessive absences are of a legitimate nature, an extension of absences may be granted. Absences that would be considered by the principal include:
  - A. Illness of a chronic nature if the student is under the care of a physician.
  - B. Injury which would be covered by the physician statement.
  - C. Emergency situation or severe family emergency.
2. If the Superintendent denies the request, the student may appeal to the Board of Education.
3. Students who appeal loss of credit are expected to attend classes on a regular basis during the appeal procedure.

### ***TARDIES (Per Semester)***

Students have three (3) minutes passing time between each class, and therefore, are expected to be in classes when the starting bell rings. Those who fail to do so will be considered tardy and subject to the following consequences:

#### **Tardies will fall under two categories.**

- A. Excused: Students are admitted to class without penalty when a pass from another teacher or the office. Car trouble is an acceptable excuse ONLY if investigated and approved by the administrator.
- B. Unexcused: Student will be admitted to class, but the teacher will document the tardy and inform the student of the marked tardy. On the 3<sup>rd</sup> unexcused tardy, the teacher will write up the student with a disciplinary referral in the student information system.

**Pledge of Allegiance**— At 8:00 a.m. daily, the Pledge of Allegiance will be announced District wide over the intercom.

### **Dress Code**

Montrose R-XIV School District 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. Students are expected to dress appropriately for school and in a manner that will not disrupt the teaching/learning process or cause undue attention to an individual student. No procedure will impose dress and grooming rules based on gender in violation of Title IX or discriminate based upon race, color, religion, sex, national origin, ancestry, disability or

age. All dress code procedures will adhere to health and safety codes and comply with applicable law.

**Clothing and accessories must be:**

- free from display or advertisement of any alcohol, drugs, tobacco, weapons, violence, sexual innuendo, gambling or reference to gang affiliation.
- free from depictions or illustrations that demean or negatively represent any gender, race, color, ethnicity, religion, national origin, disability, sexual orientation, gender identity or gender expression.

**The following dress standards will be followed:**

1. Hats, bandanas, or hoods are not to be worn in the building.
2. Bags, purses, and/or backpacks are to be kept in hallway lockers or locked in vehicles, not carried in the halls or classrooms.
3. Pajamas, slippers, and blankets are not allowed.
4. Any form of mesh or see through clothing are not allowed.
5. Bare midriffs, spaghetti straps, or other shirts that expose excessive skin are not allowed.
6. Shorts must be of appropriate length. The highest point of the shorts must reach the bottom of the thumb while in a standing position.
7. Holes in jeans must be below the acceptable minimum length for shorts.
8. Leggings may be worn with a top that at least reaches the bottom of the thumb while in a standing position.

School officials have the right to set specific dress codes for special days. The principal reserves the right to determine whether the clothing is distracting, indecent or inappropriate to wear in the school environment regardless of whether or not the dress meets the guidelines stated above.

Students who violate these guidelines are subject to disciplinary action. The discipline measure taken will be based on the degree of the violation and the frequency of violations by the student.

## ***EMERGENCY DRILL PROCEDURES***

### **Fire Drill and Bomb Threat Drill**

The fire alarm and bomb threat alarms will be electronically voiced over the phone system and speakers throughout the building. When the alarm is sounded, all pupils will immediately stand and face the door. Those nearest the door will go first and the others will follow. The teacher will be the last one to leave the classroom and will make sure all windows and doors are closed. Everyone will walk rapidly, but in no case is anyone to pass another student either in the classroom or corridor. All students are to remain in the assigned area outside the building and re-enter only after proper signal. Teachers keep grade books to determine if anyone is missing.

### **Tornado Drill**

The tornado alarm will be electronically voiced over the phone system and speakers throughout the building. The procedures will be for students to follow the same evacuation plan

as for fire, BUT STUDENTS WILL NOT LEAVE THE BUILDING. Instead, the students will go to the designated safety areas; students must enter them quickly and quietly. Teachers shall keep grade books to determine if anyone is missing.

### **Earthquake Drill**

The earthquake alarm will be electronically voiced over the phone system and speakers throughout the building. All students take cover position (kneeling position, head down, hands covering head) under desks or heavy furniture in the classroom. After the tremor, the principals will check the exits to make sure they are clear. The teachers will lead their classes to the southeast area of the school grounds (open playground). Classes will stay together. Should a classroom teacher be injured, their class becomes the responsibility of the next higher-grade teacher. Emergency shelter will be in the metal building that houses the shop/art. Teachers should bring first aid kits from the classrooms on exiting and account for their students. Any students unaccounted for should be reported to the principal. The principal will be responsible for assuring the exits are safe by shutting off gas and electricity should the building be damaged. Flashlights, first aid supplies, and wrenches for gas and water turnoff are available in the shop area.

### **Bus Evacuation Drill**

The bus driver will assign dependable student(s) to a seat in the back of the bus. The driver will demonstrate to all of the students how to open the emergency door at the back of the bus. In case of an emergency, the assigned student(s) (if not blocked) will open the emergency door and assist students exiting the bus. The front door (if not blocked) will be used also in exiting the bus. If both doors are blocked, exit through the windows. The bus evacuation drill will be conducted twice a year.

### ***CARE AND USE OF SCHOOL PROPERTY***

The grounds surrounding the school building are to be kept clean. No waste paper or trash of any kind is permitted on the school grounds as it degrades the appearance of the building. Show personal pride in your school by keeping the campus clean. Throw paper in wastebaskets provided and not on the school grounds. There should be a minimum of noise when students are in the hall. Shoving, shouting, scuffing, and loitering will not be tolerated. When classes are in session, no student shall be in the hall except when directly authorized and have a hall pass. Any property intentionally destroyed and/or damaged must be paid for in full before the guilty person(s) will be entered to class. Visitors who come to school form an immediate impression of the school by the actions of the students. This means the students should be polite and courteous as possible. A good appearance of the students suggests a good school. Any visiting students must get a visitor's pass from the principal's office. All matters relating to the use of the school building, and properties for reasons other than school purposes shall be under the jurisdiction of the Superintendent those individuals must sign a hold harmless agreement. Any adult education classes sponsored by the school are welcome to use its facilities. It's expected that any classroom or facility used will be left in good order. Any group activity that has as its purpose the betterment of the school will be permitted access to the building. Special groups or organizations having personal interest involved must have written application for use of the building or facility. Rental rates will vary according to the amount of custodial services required.



### ***VIOLENCE PREVENTION TRAINING STAFF AND STUDENTS***

The Henry County Sheriff's Department will conduct annual violence prevention training including active shooter response training (ALICE) at Montrose School. This training will include, but not be limited to: Violence prevention, anti-bullying, harassment, drug/alcohol abuse, verbal and physical abuse, date rape, driving safety, etc.

### ***STUDENT HARASSMENT POLICY***

It is the intent of the Montrose School District to provide and to promote an atmosphere conducive to learning. Therefore, any type of harassment (sexual, ethnic, racial or otherwise) will not be tolerated. Harassment is defined as offensive language, physical or verbal sexual advances, physical contact or any other conduct, which causes another individual discomfort or embarrassment. A student who feels he/she has been a target of harassment, or who has witnessed what is believed to be harassment, should notify a building administrator, counselor, or teacher. The building administrator should be informed immediately, and an investigation will begin promptly and be completed within ten days. Confidentiality will be preserved consistent with applicable laws. Retaliation against the reporter, or anyone participating in the investigation, is prohibited and can result in disciplinary action. False sexual harassment charges will also be treated as a serious offense. Students found in violation of this policy could receive I.S.S., O.S.S., or expulsion. Students who do not believe their complaint has been satisfactorily resolved at the building level may refer the complaint to the Superintendent's Office. If a student feels further action is needed, a hearing by the Board of Education may be requested. Legal References: Section 703, of Title VII of the Civil Rights Act of 1964; the Equal Opportunity Commission Guidelines of 1985.

### ***SCHOOL BULLYING & CYBER BULLYING POLICY***

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward the District's students or personnel on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

#### **Bullying occurs when a student:**

1. Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
2. Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

### ***FIREARMS AND WEAPONS FREE SCHOOLS ACT POLICY***

The Montrose R-XIV Board of Education has adopted the following firearm and weapon free policy. Any student who brings a firearm or weapon to the school, school grounds, or on a

bus must be expelled for not less than one year. The Board of Education has appointed the Superintendent to have the power to recommend modification of the expulsion requirement on a case-by-case basis. The Superintendent may allow another individual or entity to carry out preliminary information gathering functions, and prepare a recommendation. Students facing expulsion from school are entitled to due process protection of notice and an opportunity to be heard. Any student found to have brought a weapon to school will be referred to the criminal justice or juvenile delinquency system. The Montrose School District includes in its application to the State education agency for ESEA assistance an assurance that the school district is in compliance with the State law requiring the one year expulsion for students who brings a firearm/weapon to school, except that the district will also submit annually a report of the circumstances surrounding any expulsions imposed under the policy, including the name of the school, the number of students expelled, and the types of weapon/firearm involved.

### **Definition of Firearm**

**The term *firearm* includes, but is not limited to, such items as:**

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs, grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

### **Definition of Weapons**

**The term *weapon* shall mean a “firearm” as defined above, and shall also include the items listed below, which are defined as “weapons” in section 571.010, RSMo.**

- |                       |                     |
|-----------------------|---------------------|
| ● Bow and Arrows      | ● Machine gun       |
| ● Blackjack           | ● Knuckles          |
| ● Concealable Firearm | ● Projectile weapon |
| ● Explosive Weapons   | ● Rifle             |
| ● Firearm             | ● Shotgun           |
| ● Firearm silencer    | ● Spring gun        |
| ● Gas gun             | ● Switchblade knife |
| ● Knife               | ● Taser             |

### **Other weapons:**

1. Mace spray
2. Any knife, regardless of blade length
3. Items customarily used, or which can be used, to inflict injury upon another person or property.

**Students Who Bring Firearms or Weapons to School - The District will take the following action upon determining that a student has brought a firearm or weapon to school:**

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the Superintendent if the Superintendent determines that circumstances justify such a modification.
3. The District may, at its discretion, provide a student suspended under this regulation with educational services in an alternative setting.

**Applicability of Regulation to Students with Disabilities**

If the student who is determined to be in violation of this regulation is a student with a disability under the Individuals with Disabilities Education Act, the district will assign the student to an alternative education placement for a period of up to forty-five (45) days and/or take other steps to address the student's misconduct, as permitted by law.

**STUDENTS**

**Policy 2871**

**Student Services**

**Medical Marijuana**

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To that goal, the District maintains a strict prohibition against the possession, use, sale and presence under the influence of prohibited substances, having adopted a Drug Free School Policy (*Policy 2641 – Drug Free Schools*) as well as a prohibition against Student Use of Tobacco, Alcohol and Drugs (*Policy 2640 - Student Use of Tobacco, Alcohol and Drugs*). The purpose of these policies and others is not primarily punitive to catch offenders, rather it is designed to provide a safe learning environment and to serve as a deterrence to drug use.

The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter “medical marijuana” or “drug”). Qualified individual students and employees are permitted the use of medical marijuana. The law does not authorize the use of medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.

Overall, the District restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

Under this policy, caregivers of qualified users of medical marijuana should administer the drug before or after school hours. Caregivers are advised to administer the drug as early in the morning as possible or after school in order to avoid safety issues at school.

### **Administration at School**

In the limited circumstances that a qualified student must receive the drug at school, certain procedures as determined by the District must be followed. Among those procedures, the caregiver must provide the principal with the student's valid authorization to use medical marijuana and the parent must provide the principal with doctor's orders confirming that the drug must be administered during the school day. Where the principal is satisfied that all procedural requirements have been met, the principal will provide a private place where the caregiver may administer the drug to a qualified student. Medical marijuana will not be stored at school, but rather must be brought to school by the caregiver. Following administration of the drug, the caregiver must leave school taking with them any remaining drug.

This procedure will be followed on school premises, on school transportation, and at school sponsored activities either within the District or outside the District. Violation of these procedures will result in the revocation of a qualified student's opportunity to receive the drug at school and disciplinary action.

Caregivers wishing to appeal a building level decision to limit use of medical marijuana at school may appeal the decision to the Superintendent. The Superintendent's decision will be final.

### **Additional Parameters**

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event shall not be permitted.

\*\*\*\*\*

June 2019, Copyright © 2019 Missouri Consultants for Education, LLC

**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>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b> 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.

**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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V  
<sup>2</sup> In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

Revised 4/17

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

**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.

**7. 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.

**8. 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).

**9. 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.

**10. 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.



### ***Rights under FERPA for Elementary and Secondary Schools***

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

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

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

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, 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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving 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.

[Optional] 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.]

- (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 20202-8520

## ***Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information***

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Montrose R-XIV School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Montrose R-XIV School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Montrose R-XIV School to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Montrose R-XIV School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 31<sup>st</sup> of each school year. Montrose R-XIV School has designated the following information as directory information:

- |                          |  |
|--------------------------|--|
| -Student's name          | -Participation in officially                     |
| -Address                 | recognized activities and sports                 |
| -Telephone listing       | -Weight and height of members of                 |
| -Electronic mail address | athletic teams                                   |
| -Photograph              | -Degrees, honors, and awards                     |
| -Date and place of birth | received   |
| -Major field of study    | -The most recent educational agency or           |
| -Dates of attendance     | institution attended                             |
| -Grade level             | -Student ID number, user ID, or other unique     |
|                          | personal identifier used to communicate in       |
|                          | electronic systems that cannot be used to access |
|                          | education records without a PIN, password, etc.  |

---

<sup>1</sup>



(A student's SSN, in whole or in part, cannot be used for this purpose.)

***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.

· *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.

Montrose R-XIV School has developed and adopted 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. Montrose R-XIV School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Montrose R-XIV School 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. Montrose R-XIV School 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 are 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

## **GENERAL ADMINISTRATION**

**Form 1300**

### **Equal Opportunity**

### **Notice of Nondiscrimination**

The District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

#### **District Compliance Officer:**

Superintendent/Principal  
307 E. 2<sup>nd</sup> Street  
Montrose, MO 64770  
(660) 693-4812

The District's policy and procedures detailing the District's Prohibition Against Harassment, Discrimination, and Retaliation are set forth in Board of Education Policy & Regulation 1300. District Board of Education Policies can be found on the District's website and/or available in the District's Central Office.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

\*\*\*\*\*

January 2018, Copyright © 2018 Missouri Consultants for Education, LLC

DisciplineBullying**BULLYING INCIDENT REPORT FORM**

**If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.**

Date Filed:

Time: \_\_\_\_\_

Name\*:

Phone Number(s):

Indicate the appropriate response to the following with a check mark(s):

- You are a: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer

Date(s) of alleged bullying:

Name of student(s) subjected to bullying:

Person(s) alleged to have committed the bullying or harassment:

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

Names of Witnesses:

Have you reported this to anyone else: \_\_\_\_\_ Yes \_\_\_\_\_ No. If so, who?

\*Signature of Complainant

**\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

*This Section is for use of District Administration*

Date Received by Principal:

Investigative Action taken:

Result of Investigation/Action taken:

Signature of Principal:

\*\*\*\*

August 2016, Copyright © 2016 Missouri Consultants for Education, Inc.

## STUDENT DISCIPLINE AND BEHAVIORAL EXPECTATIONS

The discipline code set in this regulation is intended to be **illustrative but not an exclusive listing of acts of misconduct and the consequences for each**. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's Office.

The following is a listing of symbols used in the student discipline policy:

- |          |                          |           |                                  |
|----------|--------------------------|-----------|----------------------------------|
| 1. PC -  | Parent Contact           | 5. CR -   | Counseling Referral              |
| 2. PPC - | Parent-Principal Contact | 6. PTC -  | Parent-Teacher Contact           |
| 3. ISS - | In School Suspension     | 7. PPTC - | Parent-Principal-Teacher Contact |
| 4. OSS - | Out of School Suspension | 8. A/HE - | Alternative/Homebound Education  |
| 5. LT -  | Long-Term Suspension     |           |                                  |

### 1. Distribution or Sale of Drugs, Controlled Substances, Alcoholic Beverages or Substances Represented to be Controlled or Alcoholic

**\* Contact Juvenile/Proper Authorities on all levels and on all offenses.**

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Grades K-4</b>	PC; CR; PPC; 10 days OSS and recommendation for LT;	PC; CR; PPC; 10 days OSS and recommendation for LT;	PC; CR; PPC; 10 days OSS and recommendation for LT;

<b>Grades 5-8</b>	PC; CR; PPC; 10 days OSS and recommendation for LT;	PC; CR; PPC; 10 days OSS and recommendation for LT;	PC; CR; PPC; 10 days OSS and recommendation for LT;
<b>Grades 9-12</b>	PC; CR; PPC; 10 days OSS and recommendation for LT;	PC; CR; PPC; 10 days OSS and recommendation for LT;	PC; CR; PPC; 10 days OSS and recommendation for LT;

**2. Use, possession, or being under the influence of Drugs, Controlled Substances, Alcoholic Beverages or Substances Represented to be Controlled or Alcoholic.**

**The District reserves the right to use breath testing equipment for testing students suspected to be under the influence.**

**\* Contact Juvenile/Proper Authorities on all levels and on all offenses.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; CR; PPC; 1-10 days ISS/OSS	PC; CR; PPC; 1-10 days OSS; recommendation for LT	PC; CR; PPC; 1-30 days OSS; recommendation for LT and or expulsion or A/HE
<b>Grades 5-8</b>	PC; CR; PPC; 1-10 days ISS/OSS; loss of extracurricular eligibility	PC; CR; PPC; 1-10 days OSS; recommendation for LT; loss of extracurricular eligibility	PC; CR; PPC; 1-10 days OSS; LT and/or expulsion or A/HE; loss of extracurricular eligibility
<b>Grades 9-12</b>	PC; CR; PPC; 1-10 days OSS; possible LT; loss of extracurricular eligibility	PC; CR; PPC; 1-10 days OSS; LT and/or expulsion; loss of extracurricular eligibility	PC; CR; PPC; 1-10 days OSS; LT and/or expulsion or A/HE; loss of extracurricular eligibility

**3. Assault of student—use of physical force with the intent to do bodily harm.**

**\* Contact Juvenile/Proper Authorities on all levels and on all offenses.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; 1 day ISS; 3 days detention	PC; CR; 1-5 days ISS;	PC; CR; 5-10 days ISS; 1-5 days OSS
<b>Grades 5-8</b>	PC; 1-5 days ISS/OSS	PC; CR; 5-10 days ISS/OSS; possible LT	PC; CR; 5-10 days OSS; LT
	<i>*4<sup>th</sup> offense—Expulsion or A/HE</i>		
<b>Grades 9-12</b>	PC; 1-5 days ISS/OSS	PC; CR; 5-10 days ISS/OSS, possible LT	PC; CR; 10 days OSS, LT
	<i>*4<sup>th</sup> offense—Expulsion or A/HE</i>		

**4. Assault of staff member—use of physical force with the intent to do bodily harm.**

**\* Contact Juvenile/Proper Authorities on all levels and on all offenses.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PPC; CR; 5 days ISS	PPC; CR; 1-10 days OSS	PPC; CR; 10 days OSS; LT; A/HE

<b>Grades 5-8</b>	PPC; CR; 5 days OSS	PPC; CR; 1-10 days OSS; possible LT	PPC; CR; 10 days OSS; LT; A/HE
	<i>*4<sup>th</sup> offense—Expulsion by Board or A/HE</i>		
<b>Grades 9-12</b>	PPC; CR; 5 days OSS	PPC; CR; 1-10 days OSS; possible LT	PPC; CR; 10 days OSS; LT; A/HE
	<i>*4<sup>th</sup> offense—Expulsion by Board or A/HE</i>		

**5. Possession of a firearm/weapon—students who bring firearms/weapons to school.**

The District will take the following action upon determining that a student has brought a firearm to school:

- The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
- The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon the discretion of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
- The District may, at its discretion, provide a Student suspended under this Regulation with educational services in an alternative setting.

**Applicability of Regulation to Disabled Students**

If the student who is determined to be in violation of this Regulation is a student with a disability under the IDEA, the District will assign the student to an alternative education placement for a period of up to forty-five (45) days.

**6. Arson—intentionally causing or attempting to cause a fire or explosion.**

**\*Contact Juvenile/Proper Authorities on all levels and on all offenses. Homebound education on all levels and on all offenses.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; 1-30 days OSS	PC; 30-90 days OSS	PC; 90-180 days OSS
<b>Grades 5-8</b>	PC; 1-30 days OSS	PC; 30-90 days OSS	PC; 90-180 days OSS
<b>Grades 9-12</b>	PC; 1-60 days OSS	PC; 60-120 days OSS	PC; 120-180 days OSS

**7. Inappropriate Sexual Conduct—physical touching of another student in the area of the breasts, buttocks, or genitals.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; detention	PC; detention; possible ISS; Conference with both parents; 2-10 days ISS	PC; CR; <i>PC; 1-10 days OSS; HE</i>
<b>Grades 5-8</b>	PC; 1-5 days ISS/OSS	PC; 5-10 days ISS/OSS; Conference with both parents	PC; CR; 1-10 days OSS; HE

<b>Grades 9-12</b>	PC: 1-5 days ISS/OSS	PC; 5-10 days ISS/OSS; Conference with both parents	PC; CR: 1-10 days OSS; HE
--------------------	----------------------	---	------------------------------

**8. Inappropriate Sexual Conduct—use of sexually intimidating language, objects, or pictures.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; verbal warning/detention	PC; 3 days detention	PC; 1-10 days ISS
<b>Grades 5-8</b>	PC; verbal warning; 3 days detention/ISS	PC; 2-5 days ISS/OSS	PC; 5-30 days ISS/OSS
	<i>*4<sup>th</sup> offense—PC; 1-10 days OSS; HE</i>		
<b>Grades 9-12</b>	PC; 1-5 days ISS/OSS	PC; 5-15 days ISS/OSS	PC; 15-30 days ISS/OSS
	<i>*4<sup>th</sup> offense—1-30 days OSS; HE</i>		

**9. Threatening language—use of verbal, physical or written threats to do bodily harm to person or personal property.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; verbal warning; detention	PC; 3 days detention/1 day ISS	PC; 1-10 days ISS
<b>Grades 5-8</b>	PC; verbal warning; 3 days detention/1 day ISS/OSS	PC; 2-5 days ISS/OSS	PC; 5-30 days ISS/OSS
	<i>*4<sup>th</sup> offense—1-10 days OSS; HE</i>		
<b>Grades 9-12</b>	PC; 1-5 days ISS/OSS	PC; 5-15 days ISS/OSS	PC; 15-30 days ISS/OSS
	<i>*4<sup>th</sup> offense—1-30 days OSS; HE</i>		

**10. Extortion—verbal threats or physical conduct designed to obtain money or other items.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PPC; item returned; detention	PPC; CR; 1-3 days ISS	PPC; CR; notify juvenile authorities; 1-5 days ISS
<b>Grades 5-8</b>	PPC; item returned; 3 days detention	PPC; CR; 1-3 days ISS/OSS	PPC; CR; notify juvenile authorities; 1-5 days ISS/OSS
<b>Grades 9-12</b>	PPC; item returned; 1-5 days ISS/OSS	PPC; CR; 5-10 days ISS/OSS	PPC; CR; notify juvenile/proper authorities; 10-30 days ISS/OSS

**11. Fighting (instigating or participating)—physically striking another in a mutual contact as differentiated from an assault.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4 (All participants same punishment)</b>	PPC; CR; 3 days detention	PPC; CR; 1-3 days ISS	PPC; 3-10 days ISS
<b>Grades 5-8 (All participants same punishment)</b>	PPC; 1-5 day ISS/OSS	PPC; 3-5 days ISS/OSS	PPC; 5-30 days ISS/OSS
	<i>*4<sup>th</sup> offense—referral BD or HE</i>		
<b>Grades 9-12 (All participants same punishment)</b>	PPC; 1-10 days ISS/OSS	PPC; 5-15 days ISS/OSS	PPC; 15-30 days ISS/OSS
	<i>*4<sup>th</sup> offense—referral BD or HE</i>		

**12. Disruptive behavior—conduct which has the intentional effect of disturbing the education or safe transportation of a student.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; 1-5 days detention	PTC; cannot ride bus for 1-3 days	PPTC; cannot ride bus for 3-10 days
	<i>*4<sup>th</sup> offense—cannot ride bus for remainder of quarter</i>		
<b>Grades 5-8</b>	PC; 1-10 days detention	PTC; cannot ride bus for 1-5 days	PPTC; cannot ride bus for 5-15 days
	<i>*4<sup>th</sup> offense—cannot ride bus for remainder of quarter</i>		
<b>Grades 9-12</b>	PC; 1-10 days detention	PTC; cannot ride bus for 1-5 days	PPTC; cannot ride bus for 5-15 days
	<i>*4<sup>th</sup> offense—cannot ride bus for remainder of quarter</i>		

**13. Theft—non-consensual taking or attempt to take the property of another.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; item returned; 1-3 days detention	PC; item returned; 1-5 days ISS	PC; item returned; 5-10 days ISS; loss of privileges
<b>Grades 5-8</b>	PC; item returned; notify juvenile authorities; 1-3 days ISS/OSS	PC; return item; notify juvenile authorities; 3-10 days ISS/OSS	PC; return item; notify juvenile authorities; 10-30 days ISS/OSS
	<i>*4<sup>th</sup> offense—1-15 days OSS; HE</i>		



<b>Grades 9-12</b>	PC; item returned; notify juvenile/proper authorities; 1-5 days ISS/OSS	PC; item returned; notify juvenile/proper authorities; 5-10 days ISS/OSS	PC; item returned; notify juvenile/proper authorities; 10-30 days ISS/OSS
	<i>*4<sup>th</sup> offense—1-15 days OSS; HE</i>		

**14. Vandalism—intentional damage or attempt to damage property belonging to the staff, students, or the district.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; responsible for repairing; notify juvenile authorities, if appropriate	PC; responsible for repairing; notify juvenile authorities, if appropriate; 1-5 days ISS	PC; responsible for repairing; notify juvenile authorities, if appropriate; ISS
<b>Grades 5-8</b>	PC; responsible for repairing; notify juvenile authorities, if appropriate	PC; responsible for repairing; notify juvenile authorities, if appropriate; 1-5 days ISS/OSS	PC; responsible for repairing; notify juvenile authorities, if appropriate; ISS/OSS
<b>Grades 9-12</b>	PC; responsible for repairing; notify juvenile/proper authorities, if appropriate; 1-5 days ISS/OSS	PC; responsible for repairing; notify juvenile/proper authorities, if appropriate; 5-10 days ISS/OSS	PC; responsible for repairing; notify juvenile/proper authorities, if appropriate; OSS

**15. Truancy—absent or tardy from class or classes without authorization.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; verbal warning; detention	PC; verbal warning; possible 1-3 days ISS	PC; notify juvenile authorities; ISS/OSS
<b>Grades 5-8</b>	PC; verbal warning; 1-5 days ISS/OSS	PC; verbal warning; 5-10 days ISS/OSS	PC; notify juvenile authorities; ISS/OSS
<b>Grades 9-12</b>	PC; verbal warning; 1-5 days ISS/OSS	PC; verbal warning; 5-10 days ISS/OSS	PC; notify juvenile/proper authorities; ISS/OSS

**16. Defiance of authority—refusal to obey directions or defiance of staff authority and/or verbal abuse to staff.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; 1-3 days detention; loss of privileges	PPC; 1-3 days ISS	PPTC; CR; 3-10 days ISS
<b>Grades 5-8</b>	PPC; 1-3 days ISS/OSS	PPC; 3-10 days ISS/OSS	PPTC; CR; 1-3 days OSS
<b>Grades 9-12</b>	PPC; 1-5 days ISS/OSS	PPC; 5-10 days ISS/OSS	PPTC; CR; 1-5 days OSS

**17. Electronic devices—cell phones, smartwatches, headsets, and *any other electronic devices disruptive to education.***

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	Warning: Teacher keeps for the day.	PPC; Student to office, parent must pick up device.	PPC; Student to office and must turn item in to office for the remainder of the school year.
<b>Grades 5-8</b>	Warning: Teacher keeps for the day.	PPC; Student to office, parent must pick up device.	PPC; Student to office and must turn item in to office for the remainder of the school year; 1-10 days ISS/OSS.
<b>Grades 9-12</b>	Warning: Teacher keeps for the day.	PPC; Student to office, parent must pick up device.	PPC; Student to office, must turn in item in to office for the remainder of the school year; 3-10 days ISS/OSS.

**18. Improper display of affection—consensual kissing, fondling, or embracing.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PTC	PC; loss of privileges	PC; CR
<b>Grades 5-8</b>	PC; verbal warning	PPC; 1-3 days of detention	PPC; loss of privileges; CR; 1-3 days ISS/OSS
<b>Grades 9-12</b>	PC; verbal warning	PPC; loss of privileges; detention or possible ISS	PPC; loss of privileges; CR; 1-3 days ISS

**19. Inappropriate Sexual Conduct—indecent exposure includes display of breasts, buttocks, and genitals in a public location.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; detention	PC; detention; possible ISS/OSS; conference with both parents	PC; CR; 2-10 days ISS/OSS
<b>Grades 5-8</b>	PC; 1-5 days ISS/OSS	PC; 5-10 days ISS/OSS; conference with both parents	PC; CR; 1-10 days OSS; HE
<b>Grades 9-12</b>	PC; 1-5 days ISS/OSS	PC; 5-10 days ISS/OSS; conference with both parents	PC; CR; 1-10 days OSS; HE

**20. Use of obscene or vulgar language—language that depicts venous sexual acts, human waste, and blasphemous language.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PPC; verbal warning; loss of privileges; 1-3 days detention or 1 day ISS	PPC; loss of privileges; 1-3 days ISS	PPC; loss of privileges; 3-10 days ISS
<b>Grades 5-8</b>	PPC; verbal warning; loss of privileges; 1-5 days detention or 1-3 days ISS/OSS	PPC; loss of privileges; 3-5 days ISS/OSS	PPC; loss of privileges; 5-10 days ISS/OSS
<b>Grades 9-12</b>	PPC; verbal warning; loss of privileges; 1-5 days detention or 1-5 days ISS/OSS	PPC; loss of privileges; 5-10 days ISS/OSS	PPC; loss of privileges; 10-15 days ISS/OSS

**21. Tobacco—possession or use of tobacco or tobacco products.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PC; CR	PC; CR; PPC; 1-5 ISS	PC; CR; 5-10 days ISS; option 1-5 days OSS
<b>Grades 5-8</b>	PC; CR	PC; CR; PPC; 1-5 days ISS/OSS	PC; 5-10 days ISS/OSS; option 1-5 days OSS
	<i>*4<sup>th</sup> offense—PC; possible expulsion or HE</i>		
<b>Grades 9-12</b>	PC; CR; PPC; 1-5 days ISS/OSS	PC; CR; PPC; 5-15 days ISS/OSS; option 1-10 days OSS	PC; PPC; 10-30 days OSS; possible expulsion or A

**22. Disruptive or Demeaning Language or Conduct—use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Grades K-4</b>	PPC; loss of privileges; 1 day detention	PPC; 1-3 days ISS	PPTC; 3-10 days ISS; or 5 days OSS
<b>Grades 5-8</b>	PPC; loss of privileges; 1 day detention	PPC; 2 days detention; 3-5 days ISS/OSS	PPTC; 1-180 days OSS
<b>Grades 9-12</b>	PPC; loss of privileges; 1-5 days ISS/OSS	PPC; 5-10 days ISS/OSS	PPTC; 1-180 days OSS

**23. Academic Dishonesty – Cheating or Plagiarism will result in loss of Internet privileges (if Internet was used) and student will receive an “F” on work submitted to the teacher.**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>All Grades</b>	PPC; loss of privileges; 1-5 days ISS	PPC; 5-10 days ISS/OSS	PPC; 1-180 days OSS

**24. Tardies (per semester)**

	<b>3rd Tardy</b>	<b>4<sup>th</sup> Tardy</b>	<b>5<sup>th</sup> Tardy</b>	<b>6-10 Tardies</b>	<b>11 or more tardies</b>
<b>All Grades</b>	PPC; 15 minute detention served with teacher	PPC; 30 minute detention served with teacher	PPC; 45 minute detention served with teacher	PPC; 1 day ISS for each tardy above 5	PPC; 1 day OSS for each tardy above 10

**25. Bullying/Cyberbullying – Intentional intimidation or infliction of physical, emotional, or mental harm (see policy 2655)**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>All Grades</b>	PPTC; 10-30 Days of OSS	PPTC; 180 Days of OSS to expulsion * <b>Contact Juvenile/Proper Authorities</b>	PPTC; expulsion * <b>Contact Juvenile/Proper Authorities</b>

**26. Bus Misconduct\***

<b>Level 1 Offenses: Leaving seat/standing while but is in motion, feet in the aisle, placing body parts outside the windows, or loud talking/excessive noise</b>			
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>All Grades – Level 1 Offenses</b>	PPC; Verbal warning	PPC; Bus suspension 1-10 days	PPC; Bus suspension 1-30 days
<b>Level 2 Offenses: Littering/throwing objects out the window, obscene language, vandalism, fighting or scuffling, disrespectful/defiant to the bus driver, or violation of the District's drug, alcohol, weapons, or sexual harassment policies</b>			
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>All Grades – Level 2 Offenses</b>	PPC; 1-10 days OSS	PPC; 1-30 days OSS	PPC; 1-180 days OSS

**\*Bus ridership is a privilege, not a right. All provisions of the Safe Schools Act of 1996 apply to bus transportation. Students and their families will be responsible for restitution for property damage caused by the student.**

**\*\*All other discipline issues will be at the discretion of the administration and school board (if applicable).**

**A Plus (+) Program Requirements – See A+ Handbook**

***Disclaimer- To the extent this handbook conflicts with Board Policy, the Board Policy prevails. Please refer to the District website for the most current Board Policy. [www.montrose.k12.mo](http://www.montrose.k12.mo).***

**Student and Parent Acknowledgement of the Above Rules and Guidelines**

I acknowledge that violation of any of the above rules and guidelines for this activity may result in suspension or permanent removal from this activity or all extracurricular activities depending upon the nature of the violation. I further agree that subject to an opportunity to present the student's version of the alleged violation, the decision of the Superintendent/designee concerning suspension and duration of suspension is final.

**Student Vehicle Use: Parking Lots and Searches (MCE Form 2650)**

The following form must be signed by a parent and on file in the office for a student to drive to school.

As the parent of \_\_\_\_\_ I hereby give my consent for him/her to drive a vehicle to school. I acknowledge and understand that:

1. Students are permitted to park on school premises as a matter of privilege, not right.
2. The School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
3. The School District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles.
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
5. If I fail to provide access to the interior of my car upon request by a school official, I will be subject to school disciplinary action.
6. Safe driving practices, speed, and safety procedures will be followed at all times on school premises.
7. The Superintendent may deny a student the right to drive a car to school if the Superintendent has reason to believe that the student is abusing the privileges of driving.

\_\_\_\_\_  
**Student Signature and Date**

\_\_\_\_\_  
**Parent Signature and Date**

\*\*\*\*\*

**Cell Phones/Electronic Device**

I acknowledge that the use of cell phones by, we, the students of Montrose R-XIV will be allowed in the school building, but with restrictions during school hours of 8:00 a.m. – 3:37 p.m. Students will be allowed to use their phones, during passing periods and during lunch.

The third violation may result with the student/s checking their phone into the main office every morning and receiving it at the conclusion of the school day for the remainder of the school year and ISS/OSS. At this point, a consultation with the parent/guardian will take place.

\_\_\_\_\_  
**Student Signature and Date**

\_\_\_\_\_  
**Parent Signature and Date**

\*\*\*\*\*

**Parents and Students**

I acknowledge that I am in receipt of and have read and understand the 2020-2021 Montrose R-XIV Student Handbook. Please sign below and return to the school office by Friday, August 28, 2020. Thank you.

---

**Student Signature and Date**

---

**Parent Signature and Date**