



**McDonald County
High School**

STUDENT HANDBOOK

McDonald County High School
100 Mustang Drive
Anderson, MO 64831

Dr. Mark Stanton, Principal

Mr. Greg Leach, Assistant Principal

Mr. Kim Harrell, Assistant Principal

Mr. Jeff Wilkie, Athletic Director

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Table of Contents

Welcome.....	3
McDonald County R-1 Mission Statement.....	3
Attendance Policies.....	4
Tardy Policy.....	6
Hall Traffic.....	6
Dismissal from Class.....	7
Vehicle Regulations.....	7
Student Expectation Regarding Privacy.....	8
Student Records and Right to Privacy.....	8
Telephone.....	8
Visitors.....	8
Lockers.....	8
Assemblies.....	8
Emergency Situations.....	9
Student Discipline.....	10
Dress Code.....	10
Weapons in School.....	12
Guidelines for Student Behavior.....	12
Student Conduct.....	15
Explanation of Consequences.....	18
ISS Rules and Regulations.....	19
Weather Information, Fire & Tornado Drill.....	21
Cafeteria Services.....	21
Distribution of Material.....	22
Guidance and Counseling.....	22
ACT & SAT Dates and Deadlines.....	23
Graduation Requirements.....	24
Early Graduation.....	26
Honor Roll/Grade Point Average Scale.....	27
Class Rankings.....	27
Semester Testing Policy.....	28
Graduation Ceremony.....	29
Student Organizations & Sponsors.....	30
Student Acceptable Use Policy.....	31
Athletic Eligibility.....	38
McDonald County R-1 Extra Curricular Code.....	40
Confidentiality.....	41
Public Notice of Free and Appropriate Public Education.....	42
Anti-Gang and Secret Society.....	43
Notice of Nondiscrimination.....	44
Parents Right to Know.....	46
Student School Bus Policy.....	46
Tornado/Fire Drill Floor Plan.....	52

Welcome to McDonald County High School

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

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

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

Have a great year!

From: Administrator and staff at MCHS

Mission Statement McDonald County R-1 Schools

The McDonald County R-1 School District is committed to providing a challenging, comprehensive educational program responsive to the needs of all students, enabling them to become responsible, contributing individuals in a democratic society.

To this end, the school exists:

- to offer an inclusive background of learning experiences
- to promote academic excellence
- to promote an understanding and appreciation of the American culture and
- to develop and practice positive social, physical and mental health skills
- to provide the skills and requirements necessary for a productive future in an ever changing global society.

ATTENDANCE POLICY FOR MCDONALD COUNTY HIGH SCHOOL

STUDENT ENROLLMENT

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

SCHOOL ATTENDANCE

The McDonald County High School is open from 8:00 a.m. until 4:00 p.m. Students should arrive at school by 8:15 and be in class by 8:20 a.m. Students are not allowed to sit in their cars upon arrival at school. Students are not allowed in the gymnasium before or after school, unless appropriate supervision is provided by a member of the faculty. All students are expected to attend school regularly and be on time for classes in order to benefit from the instructional programs and to develop habits of punctuality, self-discipline and responsibility.

CLASSROOM ATTENDANCE

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

I. Absenteeism

- A. When a student is absent, it is the student's responsibility to have his/her parent or guardian notify the attendance office as early as possible each day of the absence. The phone number of the attendance office is 845-3324. If there is not a telephone in the home, a note from the parent or guardian will be accepted upon returning to school. A note or call from a parent or guardian must come within 48 hours following the absence. Attendance will have a definite effect on scholastic achievement and recorded grades. Homework assignments may be requested through the assistant-principal's office.
- B. Students are not to leave the campus for any reason without checking out through the asst.-principal's office. Students who do leave class or the campus without first checking out will be counted as truant and the appropriate punishments will follow. Parents/guardians may check their student(s) out during the school day when they personally come into the attendance office to check out the student. Phone calls will be accepted only if an emergency exists. This must be followed by a parent/guardian clarification with the assistant.-principal. A parent/guardian may designate a responsible person to pick up their student when prior arrangements are made with the attendance office.
- C. When parents come to pick up a student, they should report directly to the attendance office and a "Permit to Leave

Building” will be sent to the student. Parents/Guardians should limit this activity only to appointments that cannot be scheduled before or after school. Permits are not issued for lunch breaks unless a student’s diet is altered by a doctor.

II. Attendance definitions

- A. Truancy - includes but is not limited to the following:
 - 1. being absent and neither the parents nor the school officials know of the student’s whereabouts
 - 2. absence is not condoned by the parents nor the school officials
 - 3. leaving campus, after once arriving without the prior consent of the parent and a permit to leave building
 - 4. leaving class without permission
 - 5. erroneous phone calls or written notes to have oneself dismissed from school or class
 - 6. “walk-outs” and/or “skip days”
 - 7. not being where one is supposed to be on campus
 - 8. other fraudulent absences or attempts to be absent from school not covered in this definition
- B. Suspensions - Not being in assigned classes due to having been denied attendance for a specified period as a result of unacceptable student behavior.

III. Absences shall not exceed ten (10) for the semester

- A. A student that accumulates ten (10) absences in any block during the semester may not receive credit for that course.
- B. There will be no exempted absences unless the student is a senior and is taking a college day. In which case, the student must make arrangements through the counselor’s office for the college visit and must present proof of the visit from the college upon returning to school.
- C. The attendance office will make a conscientious effort to contact those parents who do not contact the school on each absence.
- D. Students will be allowed to make up work and tests from excused absences. Students will be given the number of days absent plus one to complete all make-up work.

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

- A. illness of a student
- B. serious illness or emergency in the immediate family
- C. professional appointments which cannot be scheduled outside the school day
- D. funerals
- E. court appearances
- F. family trips with prior notification and approval
- G. other absences that have approval of the attendance committee.

V. The following policy and procedures apply to all students:

- A. Parents will be notified after the fifth (5) absence.
- B. Following the ten (10) absence, parent(s) and the student will be required to meet with the Attendance Review Committee.

- C. Students who feel they have extenuating circumstances relating to excessive absences must remain in class and appeal the excessive absences to the Attendance Review Committee. This must be done within five days of the seventh absence.
- VI. The Attendance Review Committee may decide to do the following:
- A. extend the absence limit, if the cause is for medical or extenuating personal reasons
 - B. place the student on probation
 - 1. This action will include signing an attendance contract with the parent(s)/guardian and the student. This contract will be effective for the remaining days of the current semester.
- VII. The Attendance Review Committee shall consist of:
- A. At-Risk Director
 - B. two teachers selected by the teaching staff
 - C. Appeals of the decision of the committee will be directed to the high school Principal within two (2) school days.
- VIII. Attendance Incentives – Teachers may choose incentives including the following:
- A. drop the lowest test grade
 - B. include attendance/participation as part of the class grade
 - C. Students with perfect attendance may request a free pass to all home sporting events the following semester.
- IX. Tardy Policy
- A. A student will be counted tardy if he/she is not in the classroom when the bell rings.
 - B. If a student arrives after 8:20 am, the student shall report directly to class and the teacher will follow the tardiness procedure. If a student is more than 10 minutes late to 1st block he/she will be counted absent unless the assistant principal's office excuses the tardy.
 - C. If a student is more than five (5) minutes late for blocks 2 thru 4, he/she will be counted absent. Students more than 5 minutes late to class may be considered truant.
 - D. If a student has been detained in the office or by a teacher, the student should ask for a note from the person who detained him/her before going to class.
- X. Tardy Procedure
- A. The teacher will have in-class procedures dealing with the first three unexcused tardies during a nine week period.
 - B. The fourth unexcused tardy will result in one day of ISS.
 - C. The fifth unexcused tardy will result in 3 days of ISS.
 - D. The sixth unexcused tardy will result in one day of out of-school suspension or 1 Saturday Detention.
 - E. There will be no corporal punishment for tardies.

HALL TRAFFIC

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

Students are not to be in the hallway during class time unless they have a "hall pass" issued by the classroom teacher. Students should not expect to leave class to get a drink or go to their locker, as these things are to be taken care of during the time between classes. RESTROOM BREAKS WILL BE GIVEN AT TEACHER'S DISCRETION! NO PASSES ISSUED FOR TELEPHONE USE!

DISMISSAL FROM CLASSES

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

VEHICLE REGULATIONS

- I. Vehicle registration
 - A. Beginning with seniors, each space will be assigned by a drawing, followed by juniors, sophomores, freshmen.
 - B. Each student that wants to drive to school will be asked to complete an information sheet with pertinent information to be kept in the office. A permit, at a cost of \$5.00 per vehicle, will be issued upon receipt of the completed information sheet. The permit must be placed in the windshield of the vehicle.
 - C. If a student parks illegally, a series of fines will be imposed:
 1. 1ST offense \$ 5.00
 2. 2nd offense \$10.00
 3. 3rd offense \$15.00 + loss of driving privileges for 1 week
 4. 4th offense permanent loss of driving privileges
- II. Parking
 - A. Students who drive their vehicles to school will be issued spaces in the parking lot northwest of the gymnasium.
 - B. Students are not allowed to park vehicles at the Ag. or Carpentry building without prior approval from administration or classroom teachers.
 - C. Upon arrival to school, the student will park his/her vehicle and leave it until the end of the day. Students are not allowed to eat lunch or loaf in the parked cars during the school day.
 - D. Students cannot go to the parking lot during school hours without an approved work permit or other signed permission by an administrator.
- III. Crowder students
 - A. CROWDER STUDENTS MUST RIDE THE CROWDER BUS unless the student has obtained a driving permit from Crowder College along with approval from the administration at McDonald County High School.
 - B. If a student drives without prior approval, the 1st offense will be 1 day of ISS; the 2nd offense will be removal from the program.

IV. Violations

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

STUDENT EXPECTATION REGARDING PRIVACY

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

STUDENT RECORDS AND RIGHT TO PRIVACY

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

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

TELEPHONE

The pay telephone located in the building is available for student use. NO PASSES WILL BE ISSUED FOR TELEPHONE USE DURING CLASS UNLESS IT IS AN EMERGENCY THAT CANNOT WAIT UNTIL CLASS CHANGE TAKES PLACE. Office phones are not available for student use.

VISITORS

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

LOCKERS

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

ASSEMBLIES

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

- A. Students will sit in groups as designated by the teacher or principal.
- B. All students will enter the auditorium/gymnasium promptly and be seated quietly. Students will refrain from unnecessary noise throughout the assembly.
- C. Hand clapping is the only acceptable form of applause.
- D. Assemblies are learning experiences as well as entertainment. Courtesy and proper conduct must be maintained at all times.
- E. Students listed on the ineligibility list will not be allowed to attend assemblies. These students will be sent to a classroom for study hall.

FAILURE TO ACT PROPERLY MAY RESULT IN LOSS OF ASSEMBLY PRIVILEGES!

EMERGENCY SITUATIONS

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

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

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications.
2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.
3. Tune your radio to **KURM 100.3** for emergency announcements and status reports. You also will receive instructions on where you should go and how/when you may be able to pick up your children. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child. When arriving to pick up your children, please make sure that you have with you your driver's license or government issued picture identification.
4. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a

location away from school. You will be notified of this through the media bulletins.

5. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
6. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.
7. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
8. When your child is at home following an emergency, try to keep your child away from news being broadcast over the various media. Have an emergency plan at home (see the Ready In 3 materials, www.dhss.mo.gov). Decide on a telephone number to call outside our community or a place to rendezvous if separated. Keep a "disaster supplies kit" containing drinking water, nonperishable food, batteries, flashlight, radio, medication, toothbrushes, etc. (www.redcross.org).

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

STUDENT DISCIPLINE

DRESS CODE

- I. Dress should never distract from school activities or prove a hazard to the student's safety or to the safety of others. Items of dress that are strictly forbidden are:
 - A. Hats, sunglasses & hairnets
 - B. Clothing that advertise or promote the use of drugs or alcohol, or clothing, belts, jewelry or accessories that advertise tobacco, improper language, sex, vulgarity or double messaging slogans, i.e., "Big Johnson," "Beavis & Butthead," "Bite-Me," "Co-Ed Naked," or "Marilyn Manson," Hooter shirts, Playboy emblems will be strictly forbidden.
 - C. Clothing with symbolism of gang affiliation or those reflecting gang activity
 - D. Sleeveless shirts must have modest arm holes and be of at least 2-inch straps.
 - E. LENGTH OF ALL ATTIRE: All attire (walking shorts and/or skirts) must be of appropriate length. (Defined as at or about the finger tips and/or mid thigh). Violations of this could result in that student losing the privilege to wear shorts/skirts.
 - F. All holes or tears in pants/shorts shall not be any higher than fingertips or mid thigh.
 - G. Halter tops, spaghetti straps, transparent blouses/shirts including mesh, lingerie or lingerie look outer attire, backless apparel, beach wear; clothing that exposes bare midriff or other items that do not

conform to acceptable standards of modesty and good taste are not acceptable.

- H. Undergarments are not to be visible while walking, sitting, or standing.
 - I. Head coverings (other than safety equipment in shop area) and jacket hoods may not be worn in the building. Hats, caps and bandanas will not be permitted in the building. (This includes both before and after school).
 - J. No trench coats/long jackets.
 - K. Students are not allowed to wear clothing that sags below the waist. Students who violate this will be asked to wear a belt or a zip tie if a belt is not available.
 - L. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
 - M. Proper footwear (no spikes on footwear).
 - N. No student shall be in possession of a chain(s) longer than six (6) inches or spiked bracelets/necklaces while on school property, which includes school buses and school sponsored activities.
- II. Any decision concerning questionable dress will be made by the administration.
- III. Violations
- A. Any student violating the stated dress code will be required to change clothes and be assigned the appropriate discipline as outlined by the discipline code.
 - B. The student will receive an unexcused tardy to the classroom while obtaining a change of clothes.
- IV. When in doubt, dress "up" or consult the principal.

BEHAVIOR OF STUDENTS

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

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

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

WEAPONS IN SCHOOL

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

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

1. A firearm as described in 18 U.S.C. 921.
2. A device defined in Section 571.010, RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument used to inflict physical injury or harm to another person.
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in Section 571.010, RSMo, on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities.

The suspension or expulsion may be modified on a case-by-case basis upon recommendations by the Superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

This policy shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes as long as the firearm is unloaded.

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

GUIDELINES FOR STUDENT BEHAVIOR

- I. The following guidelines should help ensure proper respect for others and, consequently, a better learning environment.
 - A. Quiet and order - An atmosphere of calm is essential to learning; quiet voices, gentle handling of books, chairs and tables.
 - B. Care of school property - Students are responsible for proper care of books, supplies, and furniture as well as the building itself. Students will be required to pay for school property they damage or destroy and will also be subject to disciplinary action.

- C. Being prompt for class - Includes not only being in the classroom on time, but also being equipped with books, paper, writing instruments and other necessary materials essential to class participation.
- D. Conduct - Students are expected to conduct themselves as ladies and gentlemen at all times while at school or at school sponsored activities.
- E. Cell Phones, Ipods, CD players, MP3 players, radios and other electronic games or devices and only allowed before and after school.
- F. Beepers - By state law, are prohibited in schools.
- G. Emergencies - Students should ask to be dismissed from class only in an emergency. Students may go only to the designated area for which the teacher gave permission. Students who go to areas beyond those authorized by the teacher will be considered truant from class.
- H. Conflicts - Confrontations between students should be handled in a positive manner. Physical fighting or verbal abuse will not be tolerated. Students who believe they have a conflict with another student or the conflict may lead to a confrontation with another student should see a principal or counselor in an effort to obtain a safe and positive way to deal with the issue. Fighting on school property or at school sponsored activities WILL NOT be tolerated. Severe disciplinary penalties will be given for such actions.
- I. Stealing - Such acts are not only against school policy, but also against the law. Intervention by law enforcement officers is one way of dealing with such offenses. Students are encouraged to use the lock on their lockers to ensure the safety of their books and belongings.
- J. Profanity - Is not acceptable at any time.
- K. Selling - Students are not permitted to sell any item at school without the principal's approval.
- L. Prohibited items - Students are not allowed to have in their possession;
 - 1. skateboards
 - 2. laser lights
 - 3. ammunition
 - 4. fireworks
 - 5. knives
 - 6. lighters
 - 7. potentially dangerous objects or items
 - 8. any type of real or toy gun
 - 9. chains
 - 10. drugs, alcohol or tobacco products of any kind
 - 11. all music instruments are prohibited unless stored in the band room
- M. Closed campus - McDonald County High School has a closed campus. Students may NOT leave campus after their arrival. Students who drive are to park their cars and get out at once and enter the building. Students may NOT return to the parking lot without permission from the administration.

- N. Lunch - Because McDonald County High School has a closed campus, students are not allowed to leave campus at noon to eat lunch or to run errands. The only way a student may leave campus at noon is by obtaining permission from the principal in advance. Parents need to make this request only when situations are very important. Food cannot be catered to the students unless prior arrangements have been made with the principal.
 - O. All Food including pop and snacks should be consumed in the cafeteria area. Exceptions to this will be granted for classroom celebrations with prior administrator approval.
 - P. Visitors - McDonald County High School has a closed campus, therefore friends may not come on campus to visit. This includes the parking lot before or after school. This is in an effort to provide a safe environment for our students as well as staff.
 - Q. Honesty - Students who do not tell the truth about their involvement in disciplinary incidents risk additional disciplinary penalties.
 - R. Extreme display of affection - "Hands on Activity" no kissing or inappropriate touching.
 - S. Hazing - McDonald County High School prohibits hazing by any student organization or person associated with any organization.
 - T. Persistent offenders - Without limiting the foregoing acts, any persistent violations of regulations of duly constituted school authority, and any conduct on school property or at school functions, or violations of the generally accepted moral standards of the community, may result in suspension or expulsion.
- II. Cooperation with school personnel
- A. Students must obey the lawful instruction of school district personnel.
 - B. REFUSAL TO IDENTIFY SELF - All persons must upon request, promptly identify themselves to proper school authorities while on school grounds or at school sponsored activities. Students off school grounds during the school day must identify themselves to school officials upon request. ISS or suspension from school will be used for violations.
 - C. SCHOOL BUS BEHAVIOR - Permission for any student to ride a bus is conditioned on his/her observance of the safety and behavior code for bus riders. Any student who violates any of these regulations can be denied permission to ride the bus. ISS will be used, but denial of bus riding privileges will ultimately follow.
 - D. OFF CAMPUS EVENTS - Students at school sponsored off-campus events shall be governed by school district rules and regulations and subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in appropriate disciplinary action being taken.
- II. Tutoring Policy
- Students that are failing a class and choose not do an assignment will Be required to attend a 45 minute tutoring session after school. This tutoring session will be assigned to be served during the week (Monday – Thursday). Students that do not attend tutoring or make

arrangements before the scheduled session to reschedule will be given as a first option consequence and additional tutoring time. Continued offenses will result in a one hour after school detention

STUDENT CONDUCT

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

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others and to insure the orderly operation of district students. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

- I. Arson
 - A. Starting a fire or causing an explosion with the intention to damage property or buildings.
 - B. First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
 - C. Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- II. Assault
 - A. Attempting to cause injury to another person, intentionally placing a person in reasonable apprehension of imminent physical injury.
 - 1. First Offense: 5-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in student's discipline record.
 - 2. Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.
 - B. Attempting to kill or cause serious physical injury to another.
 - 1. First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- III. Bus Misconduct
 - A. Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school.
 - B. In addition, bus riding privileges may be suspended or revoked.
- III. Disparaging or Demeaning Language

- A. Use of words or actions (verbal, written or symbolic) meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.
 - B. First Offense: Principal/Student conference, in-school suspension, detention after school or 1-10 days out-of-school suspension.
 - C. Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- IV. Disrespectful Conduct or Speech
- A. Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.
 - B. First Offense: Principal/Student conference, in-school suspension, detention after school or 1-10 days out-of-school suspension.
 - C. Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- V. Disruptive Speech or Conduct
- A. Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.
 - B. First Offense: Principal/student conference, corporal punishment, in-school suspension, detention after school or 1-10 days out-of-school suspension.
 - C. Subsequent Offense: In-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.
- VI. Drugs/Alcohol
- A. Possession of and/or being under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug related paraphernalia while in attendance.
 - 1. First Offense: 10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.
 - 2. Subsequent Offense: 10 days out-of-school suspension, referral to the superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
 - B. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.
 - 1. First Offense: 10 days out-of-school suspension, referral to the superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- VII. Extortion
- A. Threatening or intimidating any student for the purpose of obtaining money or anything of value.

- B. First Offense: Principal/student conference, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
 - C. Subsequent Offense: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- VIII. False Alarms
- A. Tampering with emergency equipment, setting off false alarms, making false reports.
 - B. First Offense: Principal/student conference, in-school suspension, detention after school, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
 - C. Subsequent Offense: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- IX. Fighting
- A. Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
 - B. First Offense: Principal/student conference, corporal punishment, out-of-school suspension, and documentation in student's discipline record.
 - C. Subsequent Offense: 3-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- X. Food Fights
- A. First Offense: 1-10 days of In-school suspension
 - B. Subsequent Offense: 5 days out-of-school suspension
- XI. Public Display of Affection
- A. Physical contact which is inappropriate for the school setting.
 - B. First Offense: Principal/student conference, parents notified, 1-10 days of In-School Suspension, detention after school, 1-180 days out-of-school suspension, and documentation in student's discipline record.
 - C. Subsequent Offense: 3-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- XII. Sexual Harassment (see Board Policy JBA)
- A. Use of Verbal, written or symbolic language that is sexually harassing.
 - 1. First Offense: Principal/student conference, in-school suspension, detention after school, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.
 - 2. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
 - B. Physical contact that is sexually harassing.
 - 1. First Offense: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
 - 2. Subsequent Offense: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- XIII. Theft
- A. Theft, attempted theft or willful possession of stolen property.

- B. First Offense: Restitution and/or in-school suspension or 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.
 - C. Subsequent Offense: Restitution and 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.
- XIV. Tobacco
- A. Possession or use of any tobacco products on school grounds, bus or at any school activity.
 - B. First Offense: Citation issued. Principal/student conference, corporal punishment, in-school suspension or out-of-school suspension.
 - C. Subsequent Offense: Citation issued. 1-10 days out-of-school suspension.
- XV. Truancy
- A. Absence from school without the knowledge and consent of parent(s)/guardian(s) and/or the school administration.
 - B. First Offense: Principal/student conference, 1 day in-school suspension.
 - C. Second Offense: 3 days in-school suspension or corporal punishment.
 - D. Subsequent Offense: 5-10 days out-of-school suspension or corporal punishment.
- XVII Vandalism
- A. Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or the students.
 - B. First Offense: Restitution, in-school suspension, detention after school, 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
 - C. Subsequent Offense: Restitution, 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- XVIII Threat Against Public Safety
- A. Verbal or written threat to any person or group of persons.
 - B. First Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
 - C. Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.
- XIX. Any offense that constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

EXPLANATION OF CONSEQUENCES OF FAILURE TO OBEY STANDARDS

- I. In-class discipline: Disciplinary action imposed by the teacher/supervisor appropriate to the offense which can include any of the following warning, seating reassignment, in-class isolation, withholding of class privileges, contact with other students, temporary removal from the class (area),

parental conference, referral to counselor, principal, or appropriate school official.

- II. Corporal Punishment: Application of paddle to the buttocks of the student.
- III. Restitution Making: Restitution for loss or damage caused.
- IV. Loss of Privileges: Denial of privilege or eligibility relating to the violation including pupil transportation.
- V. After School Detention: Assignment to a designated area outside the school day for a specified time not to exceed 10 clock hours over a 20 day period. Failure to report to detention will result in out-of-school suspension.
- VI. Suspension - School Bus: Denial of bus-riding privilege for a specified period of time.
- VII. Suspension/In-School Suspension: Assignment to an area isolated from other students during the school day in a structured study environment. Assignments are to be completed and turned in. Students will only be placed into ISS for three (3) different violations for a total of 8 days per semester. Suspension will occur after these guidelines are met.

A. ISS Rules and Regulations

- 1. Once assigned to ISS, students will report promptly at 8:20 a.m. each day and remain until the bell rings at 3:10 p.m.
- 2. Students must bring all materials that he/she may need to assist them in completing assignments, i.e., paper, pencils and pen, books, etc. These items will not be furnished and students may not talk to another student to ask for supplies. Failure to do so may result in additional day of ISS.
- 3. Talking, looking around, or sleeping will not be tolerated. Failure to comply will result in additional days or suspension from school.
- 4. Students are not allowed to leave ISS until all assignments are completed. If students complete all assignments and still have time remaining, the ISS Supervisor will obtain and supply them with additional work. Students will not be allowed to write personal letters or notes. If they do, it will be confiscated and turned over to the assistant principal for further disciplinary action.
- 5. Students do not have the right to refuse to do work assigned by teachers or the ISS Supervisor. Failure to comply will result in additional days or suspension.
- 6. No candy, gum, drinks, or other forms of eating will be allowed in the ISS room except at lunchtime. Lunch will be at 11:20, at which time students will be allowed to go to the cafeteria to pick up a lunch tray and bring it back to the ISS room to eat. The student will clean up any and all drinks or food spills. Failure to comply will result in suspension from school.
- 7. Bathroom breaks will only be allowed at mid-morning and mid-afternoon. At no other time will students be allowed to leave the ISS room.

8. All work materials and/or personal items must be removed from the ISS room each day and brought back the next morning. **NOTHING IS TO BE LEFT OVERNIGHT!**
 9. Students may not obtain a permit to leave the building or place any phone calls. Students will not be allowed to participate in any school activities or programs, or attend assemblies while in ISS.
 10. **STUDENTS ARE NOT TO WRITE, SCAR OR OTHERWISE DEFACE ANY SCHOOL PROPERTY. STUDENTS WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY REPAIRS OR REPLACEMENT THAT MAY BE NEEDED. FAILURE TO ABIDE BY THIS WILL RESULT IN SUSPENSION FROM SCHOOL.**
 11. In most instances, if any of the above listed rules are broken, students will be suspended from school for the remainder the assigned days.
 12. **NO BACKPACKS ARE ALLOWED IN ISS.**
- VIII. Suspension/Out-of-School: Removal from school for a set period of time up to 10 days by the principal or assistant-principal and up to 180 days by the superintendent.
- A. Students that are serving and out of school suspension and/or have unexcused absences will be provided and educational plan. Students will receive no greater than a 59% credit for work missed.
 - B. Suspended students cannot attend any school sponsored activity nor be on any school property while serving the suspension.
- IX. Expulsion: Removal from school permanently or for an indeterminate period of time.
- X. Saturday School: Students may be assigned to Saturday School for various reasons.
- A. The student must get assignments from each teacher to work each Saturday he or she is assigned.
 - B. Students found sleeping during duty will be assigned another Saturday School.
 - C. Students who are tardy on an assigned Saturday will be assigned another Saturday School. If a student is tardy two Saturdays in a row, he/she will be suspended.
 - D. Punishment for missing Saturday School is as follows:
 1. First Offense: 1 day out-of-school suspension
 2. Second Offense: 2 days out-of-school suspension
 3. Third Offense: And each subsequent offense will result in 3 days out-of- school suspension.

MULTIPLE OFFENSES

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

PERSISTENT OFFENDERS

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

UNLISTED OFFENSES

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

WEATHER INFORMATION

At certain times due to weather conditions or other factors, it is advisable that school not be held. If such should occur, the information will be given on KOAM-TV, Channel 7, KSN-TV, Channel 16, and KODE-TV, Channel 12, as well as KBTN RADIO, 1420 AM, and KWMG RADIO, 100.3 FM, at the earliest possible time.

FIRE DRILL

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

TORNADO DRILL

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

CAFETERIA SERVICES

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

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

DISTRIBUTION OF MATERIALS

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or the secretary at least 24 hours in advance of the desired distribution time, along with the following information:

1. Name and telephone number of the person submitting the request.

2. The date(s) and time(s) of day of intended display or distribution.
3. Location where material will be displayed or distributed.

GUIDANCE AND COUNSELING

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

The guidance and counseling program is intended to be an integral part of the school's total educational program. It is developmental by design and includes activities organized and implemented by certified professional school counselors with the support of teachers, administrators, students and parents. The guidance and counseling program includes:

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

ACT TESTING DATES

The ACT is a required test for admission to most colleges in the Midwest. Application packets, including practice tests, are available in the counselors office. The test dates and deadline dates are listed below:

TEST DATE	DEADLINE DATE (Regular fee)	LATE DEADLINE (Additional fee required)
October 25, 2008	September 19, 2008	Sept. 20 – Oct. 3, 2008
December 13, 2008	November 7, 2008	November 8–20, 2008
February 7, 2009	January 6, 2009	January 7–16, 2009
April 4, 2009	February 27, 2009	February 28–March 13, 2009
June 13, 2009	May 8, 2009	May 9–22, 2009

SAT TESTING

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

McDonald County High School
 Programs of Study 2008 & 2009 Graduates

College Preparation Program

Requires 28 total credits

4	English	1	Additional unit from Language Arts, Math, Science, Social Science or Foreign Language
3	Mathematics (Algebra I and above) or 4 (Math I and above)	1	Practical Art
1	Introduction to Physics and Chemistry	1	Fine Art
1	Biology	1	Physical Education
1	Advanced Science	.5	Health
1	American History	.5	Word Processing
1	Modern World History	9	Electives
1	American Government		
1	Foreign Language (recommend two from the same language)		

To be eligible for the Missouri College Prep Certificate, a student must complete the college prep program and score 21 or above on the ACT.

Technical Education Program

Requires 28 total credits

3	English	1	American Government
3	Math	1	Practical Art
1	Natural Science (Intro to Physics & Chemistry)	1	Fine Art
1	Life Science (Biology I)	1	Physical Education
1	Additional Core Science	.5	Health
1	American History	.5	Word Processing
1	Modern World History	12	Electives

Vocational – Technical Program

For students attending Crowder College Technical Education Center

Requires 26 total credits

3	English	1	American Government
3	Math	1	Fine Art
1	Natural Science (Intro to Physics & Chemistry)	1	Physical Education
1	Life Science (Biology I)	.5	Health
1	Additional Core Science	.5	Word Processing
1	American History	6	Vocational / Technical Courses (In the same area)
1	Modern World History	5	Electives

McDonald County High School
Programs of Study 2010 Graduates

College Preparation Program

Requires 28 total credits

4	English	2	Additional unit from Language Arts, Math, Science, Social Science or Foreign Language
4	Mathematics (Algebra I and above)		
1	Introduction to Physics and Chemistry	1	Practical Art
		1	Fine Art
1	Biology	1	Physical Education
1	Advanced Science	.5	Health
1	American History	.5	Word Processing
1	Modern World History	1	Personal Finance
1	American Government	6	Electives
1	Foreign Language (recommend two from the same language)		

To be eligible for the Missouri College Prep Certificate, a student must complete the college prep program, have a GPA of at least 3.0 in their core classes, score above the previous years national average on the ACT, and have at least 95% attendance for grades none through twelve.

Technical Education Program

Requires 28 total credits

4	English	1	American Government
3	Math	1	Practical Art
1	Natural Science (Intro to Physics & Chemistry)	1	Fine Art
		1	Physical Education
1	Life Science (Biology I)	.5	Health
1	Additional Core Science	.5	Word Processing
1	American History	1	Personal Finance
1	Modern World History	10	Electives

Vocational – Technical Program

For students attending Crowder College Technical Education Center

Requires 26 total credits

4	English	1	American Government
3	Math	1	Fine Art
1	Natural Science (Intro to Physics & Chemistry)	1	Physical Education
		.5	Health
1	Life Science (Biology I)	.5	Word Processing
1	Additional Core Science	1	Personal Finance
1	American History	6	Vocational / Technical Courses (In the same area)
1	Modern World History	3	Electives

McDonald County High School
Programs of Study 2011 Graduates

College Preparatory Program

Requires a minimum of 28 credits for graduation

4 cr. English	4 cr. Mathematics
1 cr. Introduction to Chemistry and Physics	1 cr. Biology
1 cr. Advanced Science	1 cr. American History
1 cr. Modern World History	1 cr. American Government
1 cr. Foreign Language (two from the same language are recommended)	
2 cr. Additional credits from Language Arts, Math, Science, Social Studies or Foreign Language	
1 cr. Practical Art	½ cr. Personal Finance
½ cr. Speech	1 cr. Fine Art
1 cr. Physical Education	½ cr. Health
½ cr. Word Processing	6 cr. Electives

Technical Education Program

Requires a minimum of 28 credits for graduation

4 cr. English	3 cr. Mathematics
1 cr. Introduction to Chemistry and Physics	1 cr. Biology
1 cr. Additional Core Science	1 cr. American History
1 cr. Modern World History	1 cr. American Government
1 cr. Practical Art	½ cr. Personal Finance
½ cr. Speech	1 cr. Fine Art
1 cr. Physical Education	½ cr. Health
½ cr. Word Processing	10 cr. Electives

Technical Education Program – For students attending CCTEC

Requires a minimum of 26 credits for graduation

4 cr. English	½ cr. Speech
3 cr. Mathematics	1 cr. Fine Art
1 cr. Introduction to Chemistry and Physics	1 cr. Physical Education
1 cr. Biology	½ cr. Health
1 cr. Additional Core Science	½ cr. Word Processing
1 cr. American History	
6 cr. Vocational/Technical classes through CCTEC in	
1 cr. Modern World History the same area of study	
1 cr. American Government	3 cr. Electives
½ cr. Personal Finance	

EARLY GRADUATION

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

A student who graduates early must complete all graduation requirements established by the Board. The student who chooses early graduation will be

allowed to participate in the spring graduation ceremonies. It will be the responsibility of the early graduate to obtain information concerning dates and times for the end-of-school activities, (prom, senior assembly, graduation practice, graduation, etc.). In all other school activities, the early-out graduate will be treated as a graduated student.

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

HONOR ROLL / GRADE POINT AVERAGE SCALE

An honor roll is compiled at the end of each semester on the basis of grades earned that semester. The honor roll lists are distributed to newspapers and other media for publication. To qualify for the "A" honor roll, a student must make straight "A's". To qualify for the "B" honor roll, a student must earn a "B" average with no "D's" or "F's". To be on the honor roll, a student must be enrolled in a minimum of six (6) subjects. The following scale will be used to determine letter grades. Letter grades will be based on a percentage of the total score possible.

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

CLASS RANKINGS

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

1. The valedictorian will be the student with the highest grade point average as computed at the end of eight (8) semesters of high school work. The grade point average will be based on a minimum of 28 units of credit on the College Preparation Program, and be a full time student.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of eight (8) semesters of high school work. The grade point average will be based on a minimum of 28 units of credit on the College Preparation Program, and be a full time student.
3. To be eligible for valedictorian or salutatorian honors, a student must be enrolled prior to and continuously following the tenth (10) school day of the student's senior year.

4. To be eligible for valedictorian or salutatorian honors, a student must complete the College Preparation Program at McDonald County High School.
5. To be eligible for valedictorian or salutatorian honors, a student must have been in attendance for eight (8) semesters in a public or private high school with at least 28 units of credit.
6. The College Preparation course of study consists of a minimum of twenty-eight (28) units of credit. If a tie exists, the co-valedictorians and co-salutatorians will be honored.
7. In addition, the top ten (10) students as computed at the end of eight (8) semesters of full time high school attendance will be recognized. The top ten (10) will include the valedictorian and salutatorian. The remaining students comprising the top 10% will be introduced.
8. All students attending McDonald County High School will be required to be enrolled in eight blocks effective during the 2008 – 2009 school year. During the first two weeks of the new fall or spring semester, senior students may apply to the principal for a hardship exemption. An exemption of one block during either in the morning or afternoon may be granted for students. Documentation (pay stubs) must be provided to the principal on a regular basis during the exemption. If a student fails to provide this documentation he or she will be enrolled back in a regular eight block schedule.
9. Students that are enrolled in classes that only issue a pass/fail grade, the PASS grade shall be counted as a letter grade of “C”, as defined in the section of this handbook HONOR ROLL/GRADE POINT AVERAGE SCALE.
10. If a student elects to re-take a class, BOTH grades will be used for transcript purposes. NO GRADE WILL BE REMOVED FROM A STUDENT’S TRANSCRIPT.

SEMESTER TESTING POLICY

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

- I. Final tests will be given in grades 9-12.
- II. Scheduling
 - A. The final tests will be administered during the final week of the second and fourth quarters.
 - B. The first 2 days of the 2nd semester will be used as make-up days for semester testing from the 1st semester.
 - C. It will be the responsibility of the student to make arrangements for make-up testing after the last day of school.
 - D. STUDENTS WILL NOT BE ALLOWED TO TAKE SEMESTER TESTS EARLIER THAN THE SCHEDULED DATE.
- III. For grading purposes, the mid-term and final will count as a regular test grade.
- IV. The content of the tests will include materials that have been previously tested.

- V. All students in grades 9-12 will be required to take final exams. THERE WILL BE NO EXEMPTIONS!
- VI. All subjects offered by the school shall be tested finals.
- VII. Additional recommended guidelines are as follows:
 - A. Semester tests should be reviewed one (1) or more days prior to the actual testing.
 - B. Study guides are recommended in addition to classroom review.
 - C. Teachers will teach test taking skills to students prior to the actual exam.
 - D. In recognition of perfect attendance, the classroom teacher may:
 - 1. Drop the lowest test grade.
 - 2. Include attendance/participation as part of the class grade.

GRADUATION CEREMONY

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

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

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

STUDENT ORGANIZATIONS AND SPONSORS

<u>Seniors</u>	<u>Juniors</u>	<u>Sophomores</u>	<u>Freshman</u>
Darbi Stancell	Brian Holder	Renee Smith	Darbi Stancell
Carol Owens	Sue Buttram	Talana Sloan	Josh Factor
C. Bergen	Dick Clark	Miriam Palmer	Lisa Kinder
Dennis Bergen	K. Collingsworth		Ashlie Martin

Spanish Club.....	Kerry Durham
French Club.....	Sylvie Kane
Student Council.....	Tricia Hanks & Jean Buckner
Writing Club.....	Chris Taylor
Art Club.....	Dennis Bergen
Varsity Cheerleaders.....	Tracy Allman
Spirit Team.....	Debbie Spears
Task Force.....	Charlene Bergen
National Honor Society.....	A. Secrest & K. Collingsworth
Thespians / NFL.....	Tyler Davis
F.C.C.L.A.....	J. Rogers/J. Kelley
F.F.A.....	R. Hall/Chad Flamer/Will Gordon
Science Club.....	M. Melton/R. Smith/C. Woolard
Beta Chi Pi.....	Carol Woolard
F.T.A.....	M. Rakes
Mustang Business League (DECA).....	J. Harrison/K. Lindquist/K. Collingsworth
Mustang Players.....	T. Sloan
Yearbook.....	Kelly Storrs
F.C.A.....	Matt Wallian
Academic Team.....	TBA

NATIONAL HONOR SOCIETY

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

GOLD AND SILVER CARD PROGRAM

This program is an incentive for any student who meets the guidelines. It is a positive program for students who choose to excel academically, to maintain an exceptional attendance record, and to show good citizenship. The program is meant to be a self-esteem builder and to recognize students who assert themselves to be the best they can be.

To receive a gold card, a student must be enrolled in at least six classes at MCHS. Academic cards are awarded each semester by the grades listed on grade sheet printouts maintained by the office. No consideration is given for weighted or dual credit classes, teacher's aide, office aide, library aide, or leaving school early to go to work.

A Gold Card is given to a student who receives a 4.0 GPA or misses no days during the semester AND has no disciplinary actions during this period. A Silver Card is given to a student who receives a minimum 3.5 - 3.9 GPA or who misses only one day during the semester AND has no disciplinary actions during this period of time.

Attendance cards are given for perfect attendance or for missing only one day and having no disciplinary actions during the specified period of time. No exceptions are made regardless of the reason for the absences.

To receive an attendance card, students who meet the guidelines must have an attendance voucher stating the number of days missed in each of their classes and signed by the teacher. The voucher must be turned in by the deadline posted. No late vouchers will be taken.

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

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

STUDENT ACCEPTABLE USE POLICY

TECHNOLOGY USAGE

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

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

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

Definitions

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

- *User* -- any person who is permitted by the district to utilize any portion of the district's technology resources including, but not

limited to, students, employees, school Board members and agents of the school district.

- *User Identification (ID)* -- any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.
- *Password* -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

TECHNOLOGY ADMINISTRATION

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

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

USER IDENTIFICATION AND NETWORK SECURITY

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

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

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

USER AGREEMENT AND PRIVACY

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

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

CONTENT FILTERING AND MONITORING

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

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

CLOSED FORUM

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

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

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

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

STUDENT USERS

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

PRIVACY

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

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

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

VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

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

DAMAGES

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

GENERAL RULES AND RESPONSIBILITIES

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

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.

7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the

- district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
 18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

TECHNOLOGY SECURITY AND UNAUTHORIZED ACCESS

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

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

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

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

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation

JO-R when communicating information about personally identifiable students.

7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or noncurricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

ELECTRONIC MAIL

A user is responsible for all e-mail originating from the user's ID or password.

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

EXCEPTIONS

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

WAIVER

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

NO WARRANTY/NO ENDORSEMENT

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

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

* * * * *

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

Approved: 06/08/2004

ATHLETIC ELIGIBILITY

CITIZENSHIP

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

ACADEMICS

Students must be currently enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit (this normally is six courses)

Students must have earned 3.0 units of credit the preceding semester or up to 1 credit earned or completed after the close of the semester or in summer school to fulfill this requirement. Credits earned or completed after the close of the semester or in summer school may fulfill this requirement if they are obtained in a core subject area or an elective credit used for remediation (THIS IS A NEW MSHSAA GUIDELINE).

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

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

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

ATTENDANCE

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

DISCIPLINE

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

CO-CURRICULAR ELIGIBILITY ADDITIONAL STANDARDS

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

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

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

TRANSFERRING SCHOOLS

If a student transfer schools and his/her parents do not move into the district of the new school, he/she will be ineligible for 365 days, unless he/she

meets one of the exceptions listed in the Missouri State High School Athletic Association Residence and Transfer Rules.

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

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

PARTICIPATION LIMITS

Students are eligible to participate in any sport for a maximum of four seasons. Any part of a contest played during a season counts as a season of participation. Eligibility to participate in high school activities begins when a student first enters the ninth grade and lasts for the next succeeding four consecutive years (eight consecutive semesters).

ENTERING SCHOOL

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

AMATEUR AND AWARDS STANDARDS

After entering a member school, a student will become ineligible in the sport concerned if he/she receives cash for participating in an athletic contest. This restriction applies to all sports in which MSHSAA member schools conduct interscholastic programs. (Note: Merchandise shall not exceed \$25.00 suggested retail price).

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

Awards as described above presented by a person or group other than your school, must be approved in advance by your school principal and the suggested manufacturer's retail price of a merchandise award shall not exceed \$25.00.

Students may accept awards for participating in non-school sponsored athletic competition only if the awards are symbolic in nature or the merchandise item does not exceed \$25.00 in suggested retail value. (See items above)

AGE LIMITS

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

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

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

PLAYING UNDER A FALSE NAME

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

GRADUATED STUDENTS

Students will be ineligible to participate after graduation from a senior high school. Students who are granted an early release after their junior year

are ineligible for further participation. (Note: Students are eligible to participate in state events which extend beyond the date of their school's graduation at the end of the spring semester of their senior year.)

McDonald County R-1 Extra Curricular Code

It is the responsibility of the McDonald County R-1 School District to promote the mental, physical, social, emotional and moral well being of all the participants involved in the extra-curricular programs. These programs are an effective tool in preparing our youth in a positive manner to enter and contribute in our society. These young adults must also realize that being a part of an extra curricular program places additional responsibilities upon themselves. If a student is elected to a state or national office of an organization, financial responsibility of travel and all related expenses will be the sole responsibility of the student or his/her parent/guardian. When a student becomes part of an extra curricular program, they do not only represent McDonald County R-1 School District while competing in extra curricular contests, but also in the classroom, hallway and the community. Therefore, the following guidelines have been established to define what is expected of participants of the McDonald County R-1 School District:

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

The penalties are:

- 1st Offense – restrictions from participating in a minimum of 40% of the season and/or season contests, but can continue to practice.
 - a. If the offense involves drugs/alcohol the student will be required to attend counseling at the expense of the student's parents before being allowed to continue to participate in any activities at MCHS. The student will also have to pass a drug test administered at parent's expense before being allowed back into the program.
- 2nd Offense – restriction from extra curricular programs for a minimum 180 school days.
- 3rd Offense – loss of eligibility for remainder of school career.

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

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

The above policy is in effect during grades seventh and eight. When a student enters McDonald County High School, the student will start at stage one and the policy is inclusive for those years in grades nine through twelve.

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

EXTRACURRICULAR, CO-CURRICULAR ENRICHMENT ACTIVITIES

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

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

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

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

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

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

STUDENT DISCIPLINE RECORDS

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

CONFIDENTIALITY

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

**PUBLIC NOTICE OF FREE AND APPROPRIATE PUBLIC
EDUCATION**

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

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

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

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

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardians' name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Services office at 417-845-3401.

This notice will be provided in native languages as appropriate.

ANTI-GANG / SECRET SOCIETIES

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

Gang, as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or the school district's rules and regulations including any type of organization or society which fosters undemocratic practices and seeks to perpetuate itself by taking in additional members from pupils enrolled in the McDonald County R-1 school District on the basis of the decision of its membership rather than upon free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of an organization or society. Gang and gang-related activities are not acceptable in the school setting. The Board of Education is aware that the presence of gangs interferes materially and substantially with the educational process and with the requirement of appropriate discipline in the school. Gangs foster anti-social behaviors, attitudes and practices which may endanger the health, safety and welfare of our students. Therefore, students are prohibited from participating in any activity related to gangs while at school, while traveling to or from school, or while attending school-sponsored events.

Prohibited activities include (but are not limited to) the following:

- Soliciting or recruiting others for membership
- Participating in and/or inciting physical violence
- Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance or payment of dues
- Coercing, harassing, and/or otherwise intimidating, threatening or causing harm to any person
- Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang. When there is a question as to whether or not possessions or clothes are gang-related, determination will be made by the administration.
- Using any communication, verbal or non-verbal (gestures, handshakes, etc.) suggesting or showing membership or affiliation with a gang
- Engaging in any activity intended to promote or further the interests of any gang activity including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to "represent" or acting like a gang member
- Engaging in any activity to be "hazing" including:

- Any willful act on or off school property of the McDonald County R-1 School District by one student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or by submitting such student to ignominy, shame or disgrace among his fellow students and acts calculated to produce such results; or
- The playing of abusive or truculent tricks on or off the school property of the McDonald County R-1 School District by one student alone or acting with others, upon another student to frighten or scare him; or
- Any willful act on or off the property of the McDonald County R-1 School District by one student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition or impairing the courage of the student attacked or to discourage him/her from remaining in the McDonald County R-1 School District rather than to submit to such acts; or
- To any student of the McDonald County R-1 school District or any other educational institution; or assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such students as defined by this paragraph.
- Any act or activity which violates any law or policy of the McDonald County R-1 School district when such an act or activity is taken to further the interest of a gang, it shall be the duty of the school district to suspend or expel from the McDonald County R-1 School District any pupil who shall:
 - Be or remain a member, promise to join, become a member or solicit other persons to join, promise to join or pledge to become a member of any prohibited secret society or organization; or
 - Wear or display any insignia for purposes of identification with any such secret society or organization while in and attending McDonald County R-1 Schools, or any school related activity.

NOTICE OF NONDISCRIMINATION

Applicants of admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with McDonald County R-1 School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning McDonald County R-1 School District compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Director of Federal Programs, 100 Mustang Drive,

Anderson, MO 64831, the telephone number 417-845-8370, who has been designated to coordinate institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504.

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

PARENTS RIGHT TO KNOW

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

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

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

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

STUDENT SCHOOL BUS POLICY **ELIGIBILITY**

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

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

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

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

VIDEO CAMERAS

All buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of the videotapes from buses shall be limited. Only the Director of Transportation, bus drivers, principals, police, Superintendent and Assistant Superintendent of Operations shall be authorized to view the videotape for the purpose of documenting and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. School administrators may authorize pupil services personnel to view segments of a specific tape if viewing the videotape is beneficial to their role in assisting the student. A parent may review a tape in the office of the principal and/or office of the Director of Transportation. The review will only be for a specific day and time and will only focus on the child of that parent.

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

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

SCHOOL BUS RULES AND EXPECTATIONS

Students must observe the following rules -

1. Follow directions the first time they are given:
2. The driver is in charge of the bus and students at all times.
3. Students must be on time. The bus cannot wait beyond its regular schedule for those who are consistently tardy.
4. Students should not stand in the roadway while waiting for the bus. If students must cross a roadway in order to enter the bus, the driver will direct the students not to cross the road until he/she signals them to do so. Students must cross ten (10) feet

or more in front of the bus to be visible to the driver and passing traffic. For better visibility, students should be encouraged **not** to wear yellow raingear.

5. If a student lives on the side of the road on which the bus stops, he/she should move away from the bus immediately after getting off.
6. Students may bring onto the bus only those items that will fit on their laps without interfering with the seating of other students. Bus aisles must be free of any obstruction so the bus, if needed, could be evacuated without difficulties caused by the aisle being blocked by trash cans, coolers, book bags, band instruments, athletic equipment, etc.
7. Students must be seated before the bus is put in motion and remain seated throughout the trip.
8. The driver will never discharge students at places other than their regular bus stops or at a school, unless authorized by the Director of Transportation, the building principal or his designee. These arrangements will be made before departing the school.
9. Students will not play radios, cassette players, CD players or the like on the bus except with earphones.
10. Cell phones will be turned off while students are riding the bus.
11. Laser pointers will not be allowed on the bus.
12. All rules of conduct that apply on school property also apply on the bus.
13. The emergency door is only to be used in case of an emergency.
14. Students should not create any disturbance on the bus that may distract the driver's attention from his/her driving.
15. The driver is delegated the same authority as the teacher to make and enforce rules for those for whom he/she is responsible through verbal warnings, assigned seats, and private talks.
16. Students are to stay in their seat, with their feet on the floor, while the bus is in motion, keeping your hands, feet and other objects to yourself.
17. Students may not enter the bus eating, drinking, smoking/chewing, shoving or acting boisterous. Food and drink can be approved by the bus driver on activity trips.
18. Safe, courteous conduct is to be demonstrated while riding in the bus. No "horse play" will be tolerated. Loud, unnecessary noise, shouting or scuffling is NOT ACCEPTABLE.
19. Students must not, at any time extend arms or heads out of the bus windows especially when the bus is in motion.
20. Students must not try to get on or off the bus, or move about within the bus while it is in motion.
21. The use of tobacco, drugs or alcohol is not permitted on the bus.
22. During hot inclement weather students may drink water on the bus.
23. Keep all harmful or frightening objects, weapons and creatures off the bus.

24. Students must not carry live or dead creatures, firearms (loaded or empty), knives, water guns, skate boards or other objects that can injure or alarm other students or the driver.
25. Students must not carry glass or liquid, unless it remains in a closed lunch box or backpack. (Water in an acceptable container will be allowed when the weather is exceptionally hot.)
26. Students must use trash cans on the bus. Throwing items on the floor, out the window or at other students and/or the bus driver is prohibited.
27. Students are not to puncture, slit, rip, tear, etc. bus seats. Students caught doing so will be removed from the bus until restitution is made or arrangements for restitution are made.
28. Any damage to the bus is to be reported immediately to the bus driver. Damage to a bus by a student will be paid for by that student.
29. Do not be excessively loud, swear, use rude gestures or offensively tease anyone on the bus.

BUS DISCIPLINE REFERRAL PROCEDURES

Proper student behavior is critical to the safe operation of school buses in our school district. Each driver is to discipline passengers through verbal warnings, assigned seats and private talks **FIRST**. If necessary, the bus driver may contact the student's parents. Then if misconduct continues the following procedures will be implemented.

1. First Offense

The first offense will result in a conference with the principal and the student. A copy of the Bus Conduct Report will be sent home to the parents. If it is a violation of the Student Code of Conduct the appropriate action will be taken.

2. Second Offense

The second offense will result in a Bus Conduct Report being issued to the student. A conference will be held with the student and principal. The parent will be contacted by the building principal and a FIVE (5) day bus suspension from bus transportation may occur.

3. Third Offense

The third offense will result in a Bus Conduct Report being issued to the student. A conference will be held with the student and the principal. The parent will be contacted by the building principal and a TEN (10) day suspension from bus transportation may occur.

4. Fourth Offense

The fourth offense will result in a Bus Conduct Report being issued to the student. A conference will be held with the student and the principal. The parent will be contacted by the building principal. The student may be suspended indefinitely from bus transportation unless reinstated by the Superintendent of Schools or the Assistant Superintendent of Operations.

In the event a student's bus privileges have been revoked and he/she feels the rules have been wrongfully applied, the student may put such grievance in writing and submit it to the Assistant Superintendent of Operations. Upon request, a meeting will be set by the Assistant Superintendent of Operations to hear and discuss the grievance. If the student is not satisfied, an appeal may be made to the Superintendent of Schools for a final resolution.

MISCELLANEOUS

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

BUS EVACUATION DRILLS

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

EMERGENCY CLOSINGS
SCHOOL CANCELLATION

1. Should it become necessary to close any or all of the schools of the district by reason of weather or other emergencies, the superintendent may order the closing of any school so affected. Notification of such closings will be given to the staff, students, and public under a plan of notification developed by the superintendent and approved by the Board of Education. Using the district's automated school messaging system, parents who have provided the district with their phone number will be notified of any school cancellation.
2. The superintendent will also have the authority to delay the opening of any or all schools by one (1) hour or to dismiss them early because of weather conditions and other emergencies. Parents who are not normally home during the school day must notify the school in writing to advise where their child(ren) are to be sent in the event of an early closing.
3. The superintendent encourages the families to listen to local radio and/or television stations for notification of school closings due to inclement weather. The information will be given on KOAM-TV (Channel 7), KSYN-TV (Channel 16), KODE-TV (Channel 12), as well as the following radio stations: KBTN, KWMQ, KIX, WMBH, and KAMO.
4. If school is canceled, **all K-8** activities and/or functions will be canceled. Events may also be canceled if the weather forecast or bad weather conditions seem eminent.

