

# Monroe City High School

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2019-2020



## Student Handbook

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# Introduction

## Principal's Welcome

Greetings Panther Nation!

I am extremely excited to welcome you to the 2019-2020 school year. There are so many wonderful things happening at MCHS and we look forward to taking this educational journey with you. Our faculty and staff are here to support you in your educational needs, so please don't hesitate to reach out if we can do anything for you. Students, your journey begins showing up, ready to work and taking advantage of the many opportunities that high school can provide you. Get involved, stay connected and create memories that will last a lifetime!

John Fortney

## Statement of Non-Discrimination

Monroe School District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, gender, or religion.

## Mission Statement

The mission statement of the Monroe City R-1 School District is working together for all students.

## Student Expectations

- \*Attend 95% of the school days in session
- \*Engage in your learning
- \*Follow the rules
- \*Respect yourself and others
- \*Become leaders

## Administration, Faculty, and Staff Expectations

- \*Engage students in 21st Century Learning
- \*Work collaboratively with stakeholders
- \*Focus on student needs
- \*Be professional and respectful

# School Information

## School Address

401 HWYS 24 & 36 EAST  
Monroe City, MO 63456, USA

## School Hours

Open to students from 7:30 a.m. – 4:00 p.m. After 3:15 p.m. students in the building for any reason must be under the direct supervision of a teacher or attending a scheduled event. A school sponsor must be present for any group working after 3:15 p.m. On scheduled early dismissal days, students must leave the building

## School Colors

Black & Gold

## School Mascot

Panther

## School Song

“Monroe High”

We'll sing your praises to the sky  
Monroe High, oh Monroe High.  
We love you best of all the rest  
Monroe High, oh Monroe High.  
Your faculty is not outclassed  
Your loyal spirit unsurpassed  
Your sons and daughters first and last  
Are true to you, oh Monroe High.

Your gold and black shall never die  
Monroe High, oh Monroe High.  
Your colors gay of days gone by  
Monroe High, oh Monroe High  
Your athletes are strong and tried  
Your high school's glory and its pride  
We'll follow you what e're betide  
We're true to you, oh Monroe High.



# Daily Operation Procedures

- The doors to school will open at 7:30 a.m. Students must report to the cafeteria until 7:45am . (Students must have prior permission to visit a teacher).
  - Once arriving on campus, students must stay on campus unless proper checkout procedures have occurred.
  - Students who are late to school must sign in at the front office.
  - Students may not leave unless they have checked out at the front office and communicated with a secretary or administrator. Failure to do so will result in disciplinary action. This includes going to your car for any reason, i.e. lunch.
  - Students must have teacher supervision to be in any classroom.
  - Students are to be prepared for class and in their classroom by the second bell. Students should help maintain a positive learning environment and respect the right of others to learn.
- Book bags, purses and blankets will not be allowed in classrooms**
- All Guests need to report to the Main Office and obtain Administrative approval before visiting any areas of the school. Guests will need a visible Visitor's Pass.
  - Dropouts under the age of 18 are not allowed on campus between the hours of 7:00 a.m. and 4:00 p.m.

## Bell Schedule

<b>1st hour</b>	8:00-8:50
<b>2nd hour</b>	8:53-9:43
<b>3rd hour</b>	9:46-10:36
<b>4th hour Advisory</b>	10:39-11:02
<b>5th hour</b>	11:05-12:25
<i>1st lunch</i>	<i>11:05-11:30</i>
<i>MS lunch</i>	<i>11:30-12:00</i>
<i>2nd Lunch</i>	<i>12:00-12:25</i>
<b>6th hour</b>	12:28-1:18
<b>7th hour</b>	1:21-2:11
<b>8th hour</b>	2:14-3:04
<b>Announcements</b>	3:04-3:06

## 2019-2020 School Calendar

August 15	First Day of School, Dismiss @ 12:50 p.m.
August 16	Early Release @ 12:50 p.m.
September 2	Labor Day—NO SCHOOL
October 17	Staff Development/Parent/Teacher Conferences
October 18	NO SCHOOL
November 14 & 15	Staff Development – NO SCHOOL
November 27-29	Thanksgiving Break—NO SCHOOL
December 20	Dismiss @ 12:50 p.m. - End of 2 <sup>nd</sup> Quarter
December 23-Jan. 3, 2020	Christmas Break—NO SCHOOL
January 6, 2020	Staff Development/NO SCHOOL
January 7, 2020	School Resumes
January 20	Martin Luther King, Jr.—NO SCHOOL
February 3	Staff Development – NO SCHOOL
February 17	President’s Day – NO SCHOOL
March 6	End of 3 <sup>rd</sup> quarter
March 16	Staff Development – NO SCHOOL
April 9	Early Release @ 12:50 p.m..
April 10	Good Friday—NO SCHOOL
April 13	Spring Break- NO SCHOOL
April 14	Staff Development - NO SCHOOL
May 15	Dismiss @ 12:50 p.m.. - End of 4 <sup>th</sup> Quarter
May 17	High School Graduation @ 2:00 p.m.

# Class Officers

## Seniors - Class of 2020

All seniors are members of this organization. Election of officers is held in the fall of the senior year. Activities include football and basketball homecoming; prom; baccalaureate; and commencement. There are no class dues. Past dues will need to be paid in full for any senior to be eligible to attend Prom.

## Juniors - Class of 2021

All juniors are members of this organization. Election of officers is held in the fall of the junior year. Activities include football and basketball homecoming; basketball concession stands; and other fundraisers as needed for Junior/Senior prom. Class dues will be set by the class at the beginning of the fall semester. It is the responsibility of the junior class to plan prom.

## Sophomores - Class of 2022

All sophomores are members of this organization. Election of officers is held in the fall of the sophomore year. Class dues will be set by the class at the beginning of the fall semester and all students will be required to pay. Activities include football and basketball homecoming.

## Freshmen - Class of 2023

All freshmen are members of this organization. Election of officers is held in the fall of the freshmen year. Class dues will be set by the class at the beginning of the fall semester and all students will be required to pay. Activities include football and basketball homecoming.

# Clubs, Organization and Sponsors

## Art Club

Art Club is open to all grade levels. It provides a common ground for those students who desire increased attention in the Visual Arts. Most students participate for social reasons; but they also engage in service projects for the school and community. The club raises money for extras for the Art Department; assists with art shows and events; decorates the lobby at Christmas; and travels to art happenings in the area.

## Book Club

Book Club is open to all grade levels. Participation exposes members to a variety of literature. One book is chosen each quarter to be read and discussed by the group. Discussion includes refreshments. Participation credit may be earned in Language Arts classes.

## Future Business Leaders of America (FBLA)

Any student enrolled in the business education program may be and is strongly encouraged to become a member of FBLA. Members of FBLA are involved in social activities; community service activities; competitions at the local, district, and state levels; and conferences designed to promote leadership activities.

## Future Farmers of America (FFA)

Any student enrolled in the agriculture education program will become a member of FFA. This organization is dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth, and career success through agricultural education.

## Future Teachers of America (FTA)

The purpose is to give the students that are interested in becoming teachers, the opportunity to assist teachers and students in the classroom setting. Students will participate at the Pre-K through sixth grade level assisting the teacher in different activities. They will listen to students read, check papers, make lesson plans and teach classes.

## Hands for HOPE

Hands for HOPE is a club designed for any student. This is an inclusive club which members spend their time supporting, advocating, tolerating, educating and including students in discussing mental health, promoting healthy coping strategies, being an ally and standing up against bullying and never being a bystander. Students will have the ability to produce information to share with the student body, invite and listen to professionals discuss diverse topics and advocate for needs of our current students in regards to the topics within our scope of interest.

## National Honor Society

National Honor Society is an organization for students who excel in leadership, scholarship, character, and service. Juniors and seniors with a 3.5 cumulative GPA and who receive two teacher recommendations are invited to apply for membership in the fall. Selection is based on community and school activities, class rank, demonstrated leadership, as well as faculty recommendations. Members of NHS participate in a variety of service projects both within the school and community.

## Panther Players

Full participation is open to any student who has participated in two or more drama productions (acting, crews, or technical help). Officers will be elected at the beginning of each school year.

## Quiz Bowl Team

Open to any student who desires to display their skill and expertise in the area of academic competition. Practice will be held once a week during the season at a time convenient with the majority of the team.

## Science Club

Science Club is open to any student who is interested in science. Demonstrations will be presented and explained in scientific terms. Students will have fun and learn the joys of science. A small fee will be collected at the beginning of the school year to cover demonstration expenses. Member is responsible for any club trip/activity expenses.

## Student Council

Student Council provides opportunities for students to gain practical experience in leadership and service. Responsibilities and projects of this group are coordinating homecoming week activities, producing some school assemblies, dances, 2 blood drives and surveying student opinions regarding important issues. Students may participate in student council as an elected officer or class representative. Officer elections are held in the spring.

## Yearbook

The yearbook staff is made up of students enrolled in any mass media class and who are dedicated and committed to creating a yearbook full of high school memories for everyone through the publication of The Zizzer.

## Phone Directory

Superintendent	573-735-4631 Ext. 1110
High School Principal	573-735-4631 Ext. 1115
Counselor	573-735-4631 Ext. 1126
Library Media Center	573-735-4631 Ext. 1117
Athletic/Transportation	573-735-4631 Ext. 1113
Agriculture Department	573-735-4631 Ext.1119
Food Services	573-735-4631 Ext. 1123
School Nurse	573-735-4742 Ext. 1421
Maintenance	573-735-4631 Ext. 1127

## Board of Education

Suzanne Quigley	President
Linda Greening	Vice President
Dennis Long	Secretary
Roger Pennewell	Treasurer
Dennis Moss	
Jim Underhill	
Darin Yager	

To contact any staff member through email, please visit our school website:

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

# Staff Members

## Administration

Dr. Tracy Bottoms	Superintendent
John Fortney	Principal
Cody Leonard	Athletic Director, Dean of Students, A+ Coordinator
Angela Peters	Special ED Director 504 Coordinator

## Certified Teachers

Keriann Brandt	Agriculture
Timothy Clasby	Band
Christy DeLaporte	Science
Amy Dyer	Mathematics
Brock Edris	PE/Health
Barbara Falls	Librarian
Sean Frankenbach	Agriculture
Dan Fuller	Special Education
Tracy Fuller	Science
Cathy Harrison	Business
Jennifer Hays	Social Studies
Beth Keller	Mathematics
Sarah Kendrick	Art
David Kirby	At Risk/Try
Todd Lee	Social Studies
Austin Long	Music
Laura Mulvaney	Language Arts
Shelby Spalding	Vocational Adjustment
Ed Talton	Business
Melissa Threlkeld	Mathematics
Derek Vanlandingham	PE/Health
Kari Williams	Language Arts
Whitley Wilson	Alternative School/ISS

## Clerical

Kathy Lee  
Machelle Pfanner  
Kelly Williams  
Donna Long  
Linda Bichsel  
Tammy Franklin  
Sheryl Underhill

High School Office  
AD/Transportation  
Guidance  
Special Education  
Superintendent's Secretary  
District Bookkeeper  
Central Office Clerk

## Other Personnel

Steve Buckman  
Ambrose Hays  
Marilyn Minor  
Torrie Mook  
Jessica Wilkerson

Custodian  
Custodian  
Para-Professional  
Para-Professional  
Para-Professional

Amber Hays  
Kayla Murphy  
Cyndi Cheek  
Eric Rodgers  
Billie Jo Whelan

Technology Coach  
High School Counselor  
School Nurse  
Maintenance Director  
Food Service Director





# Monroe City High School Handbook

## A+ Student Eligibility

Monroe City High School has been a designated A+ School by the Missouri Department of Elementary and Secondary Education. As an A+ School, the Monroe City School District is committed to the task of guiding students in a rigorous program of academic and technical education that will prepare them for the workplace, post-secondary vocational/technical training or college. Students must meet all state requirements which are subject to change yearly. Check online at <https://dhe.mo.gov/ppc/grants/aplusscholarship.php> (MO Department of Higher Education) for the current official eligibility requirements, rules and participating post-secondary institutions. It is the responsibility of the students and parents to read, understand and comply with the program requirements for eligibility.

In order to be eligible for the A+ Program students must meet the following requirements:

- Enter into a written agreement with MCHS prior to graduation
- Attend a designated A+ school for three consecutive years prior to graduation
- Graduate with an overall GPA of 2.5 or higher on a 4.0 scale
- Have achieved a score of proficient or advanced on the official Algebra I end of course exam, or complete the first semester at a postsecondary institution with a minimum of twelve (12) hours or the equivalent and a two and one-half (2.5) grade point average prior to receiving A+ tuition reimbursement
- Have an overall attendance rate of 95% or higher for grades 9 – 12
- Perform 50 hours of unpaid, district supervised tutoring/mentoring
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol
- Make a good faith effort to secure Federal Aid by completing the Free Application for Federal Student Aid (FAFSA)
- Register with the Selective Service if required to do so

# ACT TEST DATES AND INFORMATION 2019-2020

Test Date	Deadline	Late Deadline	Online Score Release*
Sept 14, 2019	Aug 16, 2019	Sept 1, 2019	Sept 24; Oct 10, 2019
Oct 26, 2019	Sept 27, 2019	Oct 13, 2019	Nov 12; Nov 26, 2019
Dec 14, 2019	Nov 8, 2019	Nov 25, 2019	Dec 24, 2019; Jan 7, 2020
Feb 8, 2020	Jan 10, 2020	Jan 17, 2020	Feb 18; Mar 3, 2020
Apr 4, 2020	Feb 29, 2020	Mar 16, 2020	Apr 14; Apr 28, 2020
June 13, 2020	May 8, 2020	May 25, 2020	June 23; July 7, 2020
July 18, 2020	June 19, 2020	June 29, 2020	July 28; Aug 11, 2020

\*= Refers to online score release. The first date is when multiple choice scores come out, and the second one is when complete scores are available.

Students can obtain an ACT Registration Instructional sheet from the Counseling Office and can register online [at www.act.org](http://www.act.org). Students must register prior to the deadline date to get the general ACT Test fee. The test fee increases if you are registering after the given deadline.

Monroe City R-1 High School is an official testing site for the months of December and April. The school code for Monroe City R-1 is: **262-245**

## Academic Assistance

Please seek help if you need or want extra assistance in your classes. Your teachers are happy to help you. There may be opportunities for tutoring as the school year progresses. You may also inquire for help with the Counseling Office and student tutoring is possible as well.

## Academic Effort

Students are expected to take a proactive role in their own learning.

Students need to attend school 95% of the time.

Students need to be on time for all classes.

Students need to come prepared to class with all necessary material each and every day.

## Academic Honesty Policy

Monroe City High School believes that academic dishonesty impedes the educational process. Therefore, an atmosphere of academic honesty will be established and maintained by everyone associated with MCHS: students, faculty, administration, and parents. Students must use hard work and integrity to fulfill their academic requirement. Academic dishonesty is defined to include those acts that deceive, cheat, or defraud so as to promote or enhance one's own scholastic records. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

Academic dishonesty includes , but is not limited to:

- Changing grades in the teacher's official grade ledger (electronic or hard copy).
- Falsely claiming illness to avoid taking an examination or turning in a paper, project or report.
- Giving test questions or answers to a member of a later class or receiving questions or answers from a member of an earlier class.
- Permitting another student to copy one's assignment, paper, project, examination or report.
- Plagiarizing whether it is intentional or unintentional.
- Stealing or accepting stolen copies of tests or answer keys.
- Stealing or copying another student's written assignment, paper, project, examination or report.
- Submitting another student's work as one's own.
- Using hidden notes, copying from another student or helping another student during an examination.

Students who are academically dishonest will receive a zero (F) on that assignment; principal and parents will be notified; and assignment will be placed on file. A zero (F) will be given for subsequent offenses and will result in appropriate disciplinary action.

## Advisories

Each student will be assigned to an advisory period with an advisory teacher. This period is designed as a safety net for students to fulfill the needs of high school. We use advisory for our teachers to assist students with multiple subjects, to monitor academic progress among other things, remediation, and clubs.

## Assemblies

MCHS Assemblies have been scheduled to help support and promote school activities of all kind. Students are expected to demonstrate courteous behavior by giving their full attention to the assembly.

The seating arrangements in the gym for assemblies will be as follows:

- SENIORS: Will sit in Northwest section of bleachers.
- JUNIORS: Section next to Seniors
- SOPHOMORES: Section next to Juniors
- FRESHMEN: Southwest section next to Sophomores

# Athletic Department

The Panthers have a proud tradition of excellence. Coaches emphasize the importance of teamwork, sportsmanship, and personal development. They teach responsibility to oneself and team, follow through on commitment, physical fitness and the skills and strategies of each sport.

Fall Sports/Activities (August - November)	Winter Sports/Activities (November - March)	Spring Sports/Activities (February - May)
Football Cheerleading Drama Flag Corp Choir/Band Softball	Basketball Cheerleading Dance Team Choir/Band Quiz Bowl	Baseball Golf Track (Boys) Track (Girls) Drama Choir/Band

## Attendance Policy

All students are expected to attend school regularly and to be on time for classes. This is necessary for each student to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance, failure to achieve academically, and dropouts. The purpose of this attendance policy is to assist in assuring that each student at Monroe City High School receives the best academic experience possible. Therefore, in order for a student to earn class credits the students must not only satisfy academic requirements, but also exhibit good attendance records.

Parents/guardians are asked to call the high school office the day of the student's absence to report the nature of the absence. If a student is absent and the school is not notified of the absence by phone or note, the school will attempt to contact the parent at home or work.

Following any absence, the student is to report to the principal's office with a written excuse if prior contact has not already been made. This requirement is the responsibility of the student. The student who has incurred an absence must arrange for make-up work by the next class following the absence. Make-up assignments must be completed within the time designated by each teacher (not more than one day for each day absent). When the student knows in advance that he/she will be absent, the student should request any required work prior to the absence. Making up work that was missed during a prolonged absence due to illness may be handled on an individual basis between the teacher and student.

As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

EXCUSED absences:

1. Death or serious illness in the family
2. Religious holiday
3. Approved and supervised school activities
4. Medical and dental appointments when such appointments can not be arranged other than during school time
  - a. *Doctor's notes are required.*

Should parent contact not be made by the end of the day of the absence, the absence is coded as "Unexcused."

## Attendance at School Events

To attend an evening school event, a student must be present at school for the entire day of the event. If the event is on a Saturday, or a non-school day, the student must have attended school the entire day, the last school day prior to the event. Names and attendance will always be monitored and checked at extra-curricular activities. Students will not be permitted to attend the event if they did not meet the attendance criteria.

## Positive Attendance Incentives

1. Yearly perfect attendance receives a certificate at the end of the year assembly.
2. Perfect attendance for the year will be entered into a drawing: seniors \$100 and underclassmen \$75.00

## Before and After School

Monroe City High School's main entrance doors open at 7:30 AM every morning to students. From 7:30 a.m. to 7:45 a.m. the ONLY place inside the building students may go is the cafeteria. At 7:45 a.m. the entire building and hallways open to students.

Once you arrive on campus in a vehicle, you are expected to exit the vehicle immediately and come to the main building. Students may not wait in their cars in the parking lots. Outside beverage containers are subject to inspection when brought into the buildings.

All students not involved in MCHS extracurricular activities are to exit the building immediately at the end of the day. Bus riders will report to their assigned busses immediately.

# Bullying Policy

## **P 2655 Bullying**

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

Bullying occurs when a student:

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

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

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

## College Entrance Requirements

All Missouri public four-year colleges and universities establish a minimum core requirement for general admission to college. The core will minimally involve 16 units (1 unit = 1 year in class) as follows: English - 4 units, one of which may be speech or debate; 2 units emphasizing composition or writing skills are required. Mathematics - 3 units (Algebra and beyond, i.e., Algebra II, Geometry, Pre-Calculus, Calculus, etc.). Social Studies - 3 units, including American History and at least 1 semester of Government. Science - 2 units (not including General Science), one of which must be a laboratory course. Visual/Performing Arts - 1 unit (fine arts courses in Visual Arts, Music, Dance and Theater). Electives - 3 units, selected from Foreign Language and/or combinations of the above courses.

Specific Universities and Colleges may have higher entrance requirements. For example, the University of Missouri requires students to have successfully completed 4 units of mathematics (Algebra 1 or higher), and 2 units of foreign language in addition to the requirements listed above.

Students should check with their guidance counselor to find specific entrance requirements for schools they are interested in attending.

## College NCAA Requirements (All Divisions)

Student athletes who plan to compete at the collegiate level must register with the National Collegiate Athletic Association (NCAA) Clearinghouse in order to compete in Division I, II, and III colleges. Forms may be obtained through the guidance office or online at [www.ncaa.org](http://www.ncaa.org). That website will contain information about eligibility.

## College / Vocational Training Day Visits

MCHS SENIORS may take (2) two-days to use toward College Days or Post/Secondary Training.

MCHS Juniors may use (1) one-day during their junior year as a College Visit Day.

Applications / Requests for a College Day must be handed into the Counseling Office at least (3) three-days prior to their visit. Failure to submit the application on time will result in the absence not being excused as a College Day. If students take 2 college visits with the school's college advisor it will only count as 1 college visit.

College visits will count against the student's overall attendance for A+ purposes. The reason college visits will count against a student's 6 allowable absences and their A+ attendance is because the Missouri Department of Elementary and Secondary Education requires that a student be in the company of and/or under the guidance of a school staff member while away from school in order for the time away to be excused

## Extracurricular Athletic Teams & Activities

MCHS believes strongly in the value of extracurricular athletic programs when student-athletes accept the personal responsibility of "team" and "teamwork".

Students must also meet Missouri State High School Activities Association (MSHSAA) age and residency requirements. Student athletes must also have a physician's certificate stating that they are physically able to participate in the sport or activity on file with the Athletic Director. A student will not be permitted to practice or compete until the school has verification that the student in question has basic athletic insurance coverage. Students must in all ways meet any guidelines set forth by the Missouri State High School Activities Association and the Monroe City Student Activities Handbook.

## Academic Eligibility

Eligibility is a privilege that is granted by the Monroe City R-I Board of Education to a student. This privilege allows a student to participate in co-curricular and extracurricular activities.

In order to participate in activities sanctioned by the Missouri State High School Activities Association, the following is necessary:

1. Students must currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater.
2. Students must have earned 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater.
3. Students with Individualized Education Plans must be enrolled in a full course at his/her level in a special education program for the handicapped as approved by the Missouri Department of Elementary and Secondary Education, and they must have made standard progress for his or her grade level the preceding semester in that same special education program.
4. Students must maintain a 2.0 grade point average. The only exceptions are I.E.P. students.
5. Grades will be checked every 3 weeks and at the beginning of each athletic season. If a student's grades fall below the levels stated in #2 they will be subject to the following:
  - i. The first time the student will be put on academic probation until the grades are checked again.
  - ii. When grades are checked again and the student has not raised their grades, the student will be placed on limited participation (see definition).
  - iii. While on limited participation the student will have the opportunity to regain probationary status by completing a minimum of four tutoring sessions and raising their grades or attending tutoring sessions until grades are raised. (Tutoring should be in the subject area that the grades are low in).
  - iv. Raising grades to a level that would make them eligible.
6. The student is responsible to inform the athletic director of the possible change of status. The athletic director will ask the student's instructors to re-submit the grades for the student and apply them to the policy.
7. If a student does not improve their grades to remove themselves from the limited participation status, they will be placed on suspension (see definition) until their grades improve to the level above the minimum standards.
8. Any student that has an individual education plan (IEP) must be enrolled in a full course of study at their level. They will be subject to the same standards as students without IEP's unless their IEP specifically states a different standard.
9. Students with an extenuating circumstance will be eligible for review to determine if they are eligible for administrative eligibility (see definition).

## Citizenship Policy

Students who represent the Monroe City R-1 High School in extra-curricular activities must be "creditable citizens" and judged so by the standards set forth by the MSHSAA and the Monroe City R-1 Board of Education as indicated in the "Student Activities Handbook". Those students whose



character or conduct is such to reflect discredit upon themselves or their school is not considered "creditable citizens". Conduct shall be satisfactory in accord with the standard of good discipline. Any student that does not report an incident to their respective sponsor /coach may become ineligible for 365 days.

Every MCHS Athlete, and Extra/Co-Curricular Participant, will be required to sign a yearlong "SCHS Citizenship" Contract for the entire 2018-2019 school year.

Each and every Athletic and Extra/Co-Curricular Participant is "IN SEASON" from July 31, 2019 through May 31, 2020 (The last MSHSAA sponsored Championship) and ALL MCHS Citizenship Rules apply. Please read these carefully and accept them fully before signing your Citizenship Contract in 2019-2020.

## Practices

Practices may be held before or after school. Team participants are expected to attend all practices and games.

## Random Drug Testing Policy

Participating students will be randomly tested, by a contracted company, once they become a part of any covered activity. A random selection of pool members, not to exceed 50 percent of total pool, will be chosen each time a test is given. Once a student enters the testing pool, they will be eligible for random testing until the end of the school year. All students and their parent(s)/guardian(s) must sign a consent form annually for their student to participate in any covered activity. For random testing, each student will be assigned a number that will be maintained in the school office. Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the activities director. The parent/guardian must sign a release form stating that they no longer wish to participate in the drug pool. Once a student is dropped from the drug pool they are immediately suspended from any covered activity and are no longer allowed back into the pool for the remainder of the academic year in which the student withdrew. The student must, at their expense, produce a negative test result by a school approved testing agency before they will be admitted back into the pool at the beginning of the next school year.

## Attendance at School

Students must be in attendance at school the day of the activity in order to participate. Students who are absent due to unavoidable circumstances may be declared eligible only if advance arrangements have been made with the principal. If a student is absent on a Friday prior to a Saturday activity, they may be declared eligible only if advance arrangements have been with the principal.

**First Offense** Warning (Student must be in attendance by 11:00 am).

*\*Coach/sponsor has right to adjust participation as they see fit.*

**Second Offense** Student ineligible for participation in activity for that day.

## Transportation

All students participating in school sponsored activities requiring transportation will be transported by school furnished transportation. Students are not allowed to drive themselves to an event, and must receive permission from both their coach/sponsor and the principal before using alternate transportation sources to an event. No student will be allowed to participate if they violate the above provisions. Students may ride home with their parents, if their parents contact the coach/sponsor in person at the contest.

## Computer/Internet Use Policy

Please refer to board policy **R 6320 Internet Usage** or the technology handbook/agreement for further information.

## Course Changes / Dropping Classes

All desired changes to course schedules are discussed at the end of the prior school year with each student individually and are based on interest and career preparation. After schedules have been reviewed and finalized, changes will only be made in extreme cases. A time slot will be designated toward the end of 1st semester as the final opportunity to discuss 2nd semester schedule changes with the counselor. However, 2nd semester schedule changes will only be considered for situations of scheduling errors, failure to meet prerequisites, 1st semester failures indicating difficulty in passing 2nd semester or unforeseen circumstances.

If a student is requesting to drop a course they have selected they must have a signed copy of the *Course Drop and Schedule Request Form* before a change will be made. Final decision for schedule changes is at the discretion of administration.

## Cum Laude Academic Status

The cum laude system will recognize academic excellence at graduation with the following GPA standards for levels of achievement and recognition after 8 successful semesters of high school attendance.

### Summa Cum Laude

Students have 3.95 cumulative GPA or above.

Student scores a composite score of 26 or above on the ACT.

### Magna Cum Laude

Students have 3.85 cumulative GPA or above.

Student scores a composite score of 23 or above on the ACT.

### Cum Laude

Students have 3.75 cumulative GPA or above.

Student scores a composite score of 21 or above on the ACT.

Full time attendance for 8 semesters is required. Transfer in credits subject to approval by principal, and must come from an accredited institution. As students names are read at commencement, the cum laude honors designation will be announced and awarded. In addition, a sticker will be placed on the student's diploma indicating the cum laude honor, and honor cords will be worn during ceremony.

## Curriculum

Monroe City High School offers a wide range of academic courses. In each course a student is enrolled in, the student will receive a course syllabus outlining the following: specific course objectives and goals, evaluation and assessment methods and required student work necessary to successfully complete the course for high school credit. Curriculum guides may be reviewed at the school for all subjects at all grade levels. Administrators and faculty will answer any questions parents or students may have regarding curriculum.

## Dances

Monroe City High School sponsors several dances during the school year. Guest permission slips must be signed and returned for approval from the principal. All guests must be 20 years of age or less, no middle school students will be allowed to attend High School dances. No high school dropouts may attend a dance or prom.

## Discipline - Definitions

**Counseling-** Discussion with the student about their behavior to ensure that the behavior does not occur again and the student understands and follows the expected rules.

**After School Detention** – Students will be notified of ASD at the time of the misbehavior. The scheduled time for the ASD will be given to the student the following day. A minimum of 45 minutes after school or before school will be required.

Detentions may be served after school. After school detentions are served from 3:15PM – 4:15PM, Monday through Friday. Transportation for detention is the responsibility of the student. Failure to serve an assigned detention becomes an automatic ISS the very next school day. Students are expected to be quiet during the entire detention period and to work exclusively on school work.

### Lunch Detention

Student's assigned Lunch Detention will eat their lunch while seated at a Lunch Detention table.

Students serving Lunch Detention may not visit or socialize with any other students during this time. Students failing to show up and serve their assigned Lunch Detention will automatically report to ISS for the remainder of the school day.

***In School Suspension*** – ISS will be assigned by the Principal or Dean of Students. Any student removed from ISS will receive one day OSS and will serve the full day of ISS again.

***Saturday School*** – Saturday school will be issued as directed by the principal. Hours are from 7:00 a.m. to 11:00 a.m. and must be served on designated date and location. If Saturday school is not attended, the student will receive 4 days ISS up to 2 days OSS.

***Out of School Suspension*** –  
**P 2662 Suspension**

*Suspension* refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

Safe Schools Act

Faculty and administrators are mandatory reporters for any offense that might be considered a Safe Schools Act violation, as defined in section 565.070 of the Missouri statutes and may be seen in the Monroe City R-1 School District Regulations and Policies.

Administrative Rights

The Administration of Monroe City High School reserves the right to establish rules and regulations which are not stated in this handbook but which are necessary and proper for carrying out the educational programs of the school. In addition, the administration may amend or change current rules and regulations in this handbook. When, in the judgment of the administration, a student's behavior adversely influences others or interferes with the educational process, the student will be subject to disciplinary action to be determined by the Monroe City High School Administration.

## Discipline - Student Due Process Rights

**P 2600 Discipline**

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion.

However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

## Drug Abuse Policy

### **P 6130 Drug Education**

The Board of Education understands that parents/guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse.

Therefore, the School District will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol problems.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.
7. Follow federal mandates concerning drug and alcohol education.

# Dual Credit / Advanced Placement

Dual Credit opportunities are available at Monroe City High School. Any costs for dual credit is the student's responsibility. Information on Dual Credit can be found in the [Course Guide](#). Please see your counselor for more information.

# Electronic Devices / Cell Phones

Cell Phones pose a liability issue in our schools as they can be used as a threat to safety, cheating, harassment and, bullying. Students refusing to hand in their phone will result in OSS for one day. Picture phone usage is banned in locker rooms and restroom areas. Violation of this specific criteria will result in confiscation of the phone and parent must pick up phone for each offense. The principal reserves the right to enforce a stricter cell phone policy if negative student behavior dictates.

Electronic Devices/Cell phones are allowed on campus, but may only be used before and after school, during passing time and lunch, and with teacher discretion. The recording and posting of events from school in an inappropriate manner or without permission may result in 1-180 Day suspension.

*\*The administration does have the right to search a phone if probable cause deems it necessary.*

# Emergency Procedures / Drills

## Intruder

Any life threatening situation where the staff and students' lives are in danger we must act proactively. Teachers will be alerted by intercom or other appropriate method that a life threatening situation is in effect by the announcement, "**An intruder is in the building.**" Location will be announced if appropriate. All doors should be closed, locked and no one allowed in or out of the classrooms until the building has been cleared by law enforcement or building administration. When the danger to students and staff has subsided, the announcement, "Building is clear. The situation is under control." will signal the emergency has ended.

## Tornado

THE ALARM FOR A **TORNADO** IN THE HIGH SCHOOL WILL BE AN INTERCOM ANNOUNCEMENT.

Rooms 31, 32, 33, and weight room/gym will assemble in the north side of the boy's locker room. Rooms 53, 54, 55, and 56 will assemble in the south side of the boy's locker room. Rooms 34, 41 and 43 will assemble in the Band room and rooms 11,12,13,14, 23, 24, 25, 26, 28, ISS, the Library and Computer lab will assemble in the west hallway and lobby restrooms. Front Office staff will assemble in office hallway. Ag Building will assemble in the Middle School east hallway.

## Fire

Should a fire break out in the building, a warning will be given from the High School Office. The warning will be in the form of a sounding fire alarm or by intercom announcement. **All classes are to exit the building per the exit diagram.**

## Earthquake

As there is no way of knowing when an earthquake will strike, teachers must be prepared to give quick, calm instructions by themselves without word from the office. Students will seek immediate shelter under desks, tables and other cover. **After initial shock, students will be evacuated as set forth in the fire drill.**

## Enrollment

All students attending Monroe City High School must reside within the legal boundaries of the Monroe City School District from day one of their start date from which the Monroe City School District accepts students on a non-resident basis or meet all state regulations involved in custodial residency issues. Students enrolling in a given grade must have successfully completed the preceding grade, and transfer students must have left their previous school in good standing. In accordance with state law, no student will be enrolled without proper immunization records. Any change in address, phone number or guardianship must be reported to the guidance office.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to

place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## Field Trips

As part of your ongoing educational experience from time-to-time you will have the opportunity to go on field trips. In all cases, when the field trip is leaving campus for any reason, every student must have parental permission to go. Students must attend school and all their assigned classes the FULL day prior to any field trip date to attend the field trip. **Verbal permission over the phone cannot be accepted as parental permission.** Should you forget your permission form, your parent must physically come to school and sign a new one, IF time will permit.



## Fines / Dues

Students are responsible for dues, fines, and fees incurred during the school year. Privileges can be suspended until the dues or fines are paid. This may include but not limited to ball game attendance. Senior fines/fees must be paid before graduation, transcript and/or diploma will be held until fees are paid.

## Food Service

### Closed Campus

Students are not allowed to leave campus during lunch. All students are to report to the cafeteria and stay in the cafeteria during their appropriate lunch shift. Outside food is not to be brought in unless it is from home and in a plain sack or wrapper. Alternative meals will be provided at student request and/or if a student is overdrawn. **Parents are discouraged from calling the office to dismiss their student for lunch.**

### Lunch Accounts

Deposits to a student's lunch account may be done at any time by identifying the student name on an envelope and placing it in the lunch drop box located in the office. Money turned in after 9:30 a.m. will not be posted before lunch. Notification will be given to students who are carrying a negative lunch account balance and action will be taken to ensure the account is promptly reconciled. Any student with a negative account balance will not be allowed to charge ala-carte items. When a student reaches a \$10. negative balance the student may be given a designated menu alternate.

### Cafeteria

All students are required to eat lunch in the cafeteria and are expected to assist in keeping it clean. Students are to be escorted to and from the cafeteria with their teacher. No student is allowed to leave the cafeteria without their teacher's permission. **No soda will be allowed in the cafeteria during breakfast or lunch hours. Students will not be allowed to bring in fast-food items to the cafeteria during lunch or breakfast.**

## Gifts

Upon prior approval from the building principal, students may collect money for gifts, flowers, memorial funds, etc. However, students may not give monetary gifts to teachers and teachers should not accept such gifts.

# Grades

## Grade Cards

All progress reports and grade cards will be distributed via electronic mailing unless parents do not have a working email address.

## Grading Scale

Student grades will be earned based on the following scale:

<i>Grade</i>	<i>Percent</i>	<i>GPA</i>
<i>A</i>	<i>96-100</i>	<i>4.0</i>
<i>A-</i>	<i>90-95</i>	<i>4.0</i>
<i>B+</i>	<i>87-89</i>	<i>3.0</i>
<i>B</i>	<i>84-86</i>	<i>3.0</i>
<i>B-</i>	<i>80-83</i>	<i>3.0</i>
<i>C+</i>	<i>77-79</i>	<i>2.0</i>
<i>C</i>	<i>74-76</i>	<i>2.0</i>
<i>C-</i>	<i>70-73</i>	<i>2.0</i>
<i>D+</i>	<i>67-69</i>	<i>1.0</i>
<i>D</i>	<i>64-66</i>	<i>1.0</i>
<i>D-</i>	<i>60-63</i>	<i>1.0</i>

The following modified grading scale will be used to determine Valedictorian/Salutatorian for the 2019-2020 School Year. Weighted grading scale will be used following the 2019-2020 School Year.

<i>Grade</i>	<i>Percent</i>	<i>GPA</i>
<i>A</i>	<i>96-100</i>	<i>4.0</i>
<i>A-</i>	<i>90-95</i>	<i>3.67</i>
<i>B+</i>	<i>87-89</i>	<i>3.34</i>
<i>B</i>	<i>84-86</i>	<i>3.0</i>
<i>B-</i>	<i>80-83</i>	<i>2.67</i>
<i>C+</i>	<i>77-79</i>	<i>2.34</i>
<i>C</i>	<i>74-76</i>	<i>2.0</i>
<i>C-</i>	<i>70-73</i>	<i>1.67</i>
<i>D+</i>	<i>67-69</i>	<i>1.34</i>
<i>D</i>	<i>64-66</i>	<i>1.0</i>

D-	60-63	.67
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## MCHS Weighted Courses

Weighted courses motivates students to take honors/advanced courses by weighting a passing grade up to a full 1.0 point towards the student's GPA. (The grade on the Report Card will not be adjusted.) Includes a higher performance expectation for each course Prerequisites and/or teacher recommendations are required to gain entry into Honors and AP Courses

The following courses will use the weighted scale:

Any dual credit course offered (MACC or Missouri State)

College Algebra

Trigonometry

Calculus

PreCalculus Algebra

Statistics

Biology 3

Chemistry 2

Physics

Ag Leadership & Communication

Ag Business & Economics

**Students scoring below a D+ in any weighted course will not receive weighted points to their GPA**

Pass/Fail courses will not be counted towards a weighted GPA.

A committee will meet annually to look at the classes that are offered by the high school to evaluate if any classes should be added or removed from being a weighted class. This committee will be made up of two teachers, counselor, administrator and one school board member.

For students to be eligible for Valedictorian or Salutatorian they must complete 8 semesters and be enrolled at MCHS for 2 consecutive years.

## Weighted Grading Scale

Grade	Percent	GPA	Weighted GPA
A	96-100	4.0	5.0
A-	90-95	4.0	5.0
B+	87-89	3.0	4.0
B	84-86	3.0	4.0
B-	80-83	3.0	4.0
C+	77-79	2.0	3.0
C	74-76	2.0	3.0
C-	70-73	2.0	3.0
D+	67-69	1.0	2.0
D	64-66	1.0	1.0
D-	60-63	1.0	1.0

## Extra Credit Policy

No extra credit will be given in any class unless it seeks evidence of a higher level of learning/achievement.

## Graduation

To graduate from Monroe City High School, a student must earn 24 units of credit. Seniors wishing to graduate early prior to their May Commencement date must request permission from the Monroe City School District Board of Education in writing. Information for early graduation is provided by the Counseling Department.

The commencement ceremony is a special event provided for graduating seniors by the school district. It is a dignified, formal ceremony to recognize the achievements reached during 13 years of formal education. Although it is expected that all seniors participate in the commencement ceremonies, it is not a requirement to receive a diploma. Students are expected to abide by the guidelines provided and present themselves in a respectful manner throughout the commencement ceremony. Those not wishing to participate in the ceremony must provide written notice signed by their parents at the time of ordering caps and gowns.

### Graduation Requirements

A graduating senior must have established a total of at least twenty-four (24) units of credit. In addition to the number of units required, a specific number of units must be earned in seven

specific areas of curriculum. A minimum of eight (8) semesters of high school is required, unless early graduation requirements are met in seven (7) semesters (per board policy 2540). Students must adhere to the Monroe City School District attendance policy. Students will be subject to loss of credit if they violate the attendance policy. The student is also required to pass the U.S. and MO constitution tests.

Listed below are the **minimum** graduation credit requirements in each area:

English Language Arts	4.0
Social Studies	3.0
Science	3.0
Mathematics	3.0
Fine Arts	1.0
Practical Arts	1.0
Personal Finance	0.5
PE/Health	1.5
<b>Required Units</b>	<b>17.0</b>
Elective Units	7.0
Total Units	<b>24.0</b>

## Graduation Awards

Valedictorian/Salutatorian Honors:

1. Students must receive Cum Laude Honors, minimum of 3.75 GPA and 21 or above on the ACT. (Effective for class of 2015)
2. Student must be full time student for 8 semesters at MCHS in order to qualify.
3. All courses must be taken at MCHS.
4. MCHS offered MOVIP or approved Dual Credit courses satisfy Core Curriculum requirements and electives.

### **Valedictorian/Salutatorian Requirements:**

- 4 English (includes Honors Eng or Dual Credit)
  - 4 Math (Algebra I and higher)
  - 4 Science (Physical Science and higher)
  - 3 Social Studies
  - 2 Foreign Languages (of the same language)
  - 1 Fine Art (Art or Music)
  - 1 Practical Art (Business or Agriculture)
  - 4 Electives (any from the above area)
  - 1 Physical Education
  - .5 Health
  - .5 Personal Finance
- Total Required – 25 – 3 General or Core Electives for 28/28 credits

## **PART-TIME ATTENDANCE**

Any student desiring to attend Monroe City R-I Schools less than full time must complete and/or comply with the following:

- A letter from the student stating his/her plan to attend on a part-time basis with the requested time schedule.
- A letter from the parent/guardian of the student stating their support for the student to attend on a part-time basis to include the requested time schedule.
- Must be submitted to the principal or counselor the first week of each semester

The Missouri State High School Activities Association will be the determining body for the student's eligibility to participate in interscholastic activities.

Part-Time students must comply with all normal disciplinary codes expected of Full-Time students at Monroe City R-1 School.

Part-Time Student will not be eligible for ranking in the Cum Laude system or awards such as Valedictorian and Salutatorian.

Part-Time Student may not loiter on school grounds when not attending classes or participation in school activities.

**IT IS THE STUDENT'S RESPONSIBILITY TO INITIATE AND COMPLETE THIS PROCESS.**

## **PROCEDURES FOR EARLY GRADUATION.**

Any student desiring to graduate from Monroe City R-I High School prior to completion of eight semesters of attendance, must complete and/or comply with the following:

- A letter from the student stating the desire to graduate at the completion of his/her seventh semester.
- A letter from the parent/guardian of the student supporting the student's desire to graduate at the end of their seventh semester.
- Certification from the High School Counselor that the student will successfully meet all graduation requirements (based on passing all courses which the student is enrolled in).
- A statement from the student that details their intention to participate or not to participate in the Spring Commencement Ceremony.
- All students wanting to graduate early, must submit their intent to High School Principal no later than October 1. Early graduates will not be eligible for ranking in the Cum Laude system or be eligible for awards such as Valedictorian and/or Salutatorian
- Early graduates will no longer be considered students of the Monroe City R-I School District and therefore many not participate in extra-curricular activities (such as athletics, organizations, or clubs). They may attend dances and other events as a guest only.
- It will be understood that by graduating early, the student(s) will forfeit senior activities at the end of the school year and also the opportunity to apply for local scholarships, because as an early graduate, the student would actually become an alumnus of Monroe City High School.

**IT IS THE STUDENT'S RESPONSIBILITY TO INITIATE AND COMPLETE THIS PROCESS.**

# Counseling and College Readiness Center

## Counseling

Missouri's comprehensive school counseling program is an integral part of the total educational program. As a developmental program, it addresses the needs of all students by facilitating their academic, career development, personal/social development, helping create positive and safe learning climates in schools, as well as helping students feel connected to school and to at least one caring adult. At the same time, the program assists students as they face issues and resolve problems that prevent their healthy development. The program is delivered through the following four program components:

1. **Curriculum** – structured group and classroom presentations
2. **Individual Student Planning** – appraisal, development of Personal Plans of Study, and successful post-secondary transitions
3. **Responsive Services** – individual counseling, small-group counseling, consultation, and referral
4. **System Support** – program management, program evaluation, fair-share responsibilities, professional development, staff and community relations, consultation, committee participation, community outreach, and research and development

## Registration

Pre-registration will be held during 2<sup>nd</sup> semester for students to indicate courses they desire for the following year. Fall registration will be held prior to the beginning of the school year.

## Permanent Records

A permanent record folder is kept for each student in the Counseling Department. The record contains the student's grades, attendance, conduct, test scores, achievements, and honors. This record serves as the basis of recommendations made to other schools, colleges, and employers.

An accurate cumulative record shall be maintained for every child enrolled in the public school. No one but authorized school personnel, parents and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student and his parents. Written parental objection to the accuracy or authenticity of data recorded in the cumulative record shall become part of the record upon request of the parents. School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, students, former students and educational institutions. All information regarding pupils shall be collected and maintained under such safeguards of privacy as may be obtained through informed consent verification of accuracy, limited success, selective discard and appropriate use. The school MAY release a student's permanent file to: Any agencies, place of employment, etc., upon written or verbal request of pupil and/or parent, other school officials, including teachers within the district who have legitimate educational interests and officials of other school systems in which the student intends to enroll or upon notification of such transfer.

## Request for Transcript

Upon graduation transcripts will be sent to the college and/or location of choice.

Upon graduation transcripts are available with a signed permission slip in the Counseling Department.

## Withdrawal

Students withdrawing from school must notify the principal or counselor of intent to leave. A withdrawal conference will be held with the counselor and a withdrawal form presented to teachers for completion of a grade for work completed. Students are required to return all books/equipment owned by the school; pay all fees and dues; and request that official records be forwarded to the transferring school.

## Gymnasium Use

Students are not permitted in the gymnasium unless enrolled in a physical education course and then must abide by the regulations indicated by the instructor.

## Health Services

Our school nurse is available to assist students with health concerns and is located in the Elementary building. **All students must have a pass from their teacher to the high school office in order to visit the nurse and must return to the high school office for a classroom pass.**

## Immunizations

State law requires that all immunizations must be up-to-date before students are permitted to attend classes. Students must present documentation of month, day, and year of each immunization. Religious and medical exceptions are allowed with appropriate exemption cards on file. It is the responsibility of the school to maintain the immunization histories of all children enrolled and to report that information to the Missouri Department of Health and Senior Services each year.



## **Medications**

### **R 2870 Administering Medicines to Students**

#### **Prescription Medication**

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

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

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

#### **Over-the-Counter Medication**

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

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

#### **Emergency Medication**

Written standing orders will be obtained annually for the administration of emergency medication.

## **Communicable Diseases**

### **P 2860 Students with Communicable Diseases**

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the

procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

## Homework

Homework is a key component to the educational process. It gives the student an opportunity to reinforce what was learned in the classroom setting. Because we feel that it is critical students get this practice time, students that do not complete their assignments can be assigned to in-school tutoring time to ensure that the homework gets done. This will be assigned by the individual classroom teacher as they see fit. The work will be given partial credit up until the unit is over. At this point a zero will be given for the assignment.

## Honor Roll

Students that maintain a 4.00 GPA in all subjects will be named to the 'A' Honor Roll at the end of first and third quarters and the end of each semester. Students that maintain a 3.0 to 3.9 GPA in all subjects will be named to the 'B' Honor Roll.

## Insurance

Accident insurance coverage is available to all students at a nominal charge. Application forms will be distributed the first day of school and also are available in the office.

## Interrogations and Searches

Desks and lockers are public property. School authorities may make reasonable regulations regarding their use. School officials may inspect these if there is reasonable cause to believe that prohibited articles or items which could cause harm to others, are being kept in them. Keep in mind that school officials have direct responsibility for the safety and welfare of the student body and staff. Therefore, their jurisdiction and authority to have “REASONABLE SUSPICION” is different than the police. School officials may require students to empty their pockets, purses, backpacks or other items, which are suspect of containing prohibited or dangerous items. Should the student refuse, parents and possibly police authorities will be contacted. The student WILL NOT BE ALLOWED BACK INTO CLASSES until cooperating with school officials and the search is completed. IN SOME CASES STUDENTS MAY BE SENT HOME. (Search of vehicles falls under “reasonable suspicion” if the vehicle is parked on school grounds)

## Library Media Center

The library is open from 7:45 a.m. – 3:15 p.m. Each student is allowed to check out two (2) books at one time for two weeks. A student borrowing a book will be responsible for the books they have checked out. A magazine may be checked out for one day only. Reference books are for use in the library only and may not be checked out. A fine of \$.05 a day will be charged for all overdue books. Damaged books will be charged 1/3 of the price of the book. Any damaged book jacket, barcode, or shelving labels must be replaced; students will be charged a \$2.00 repair fee per item. Students will be charged full price of the book if lost or damaged beyond repair. Computers are available for student use during regular library hours.

## Lockers

Lockers are provided as a convenience and may be opened by school staff at any time. No tape or contact paper will be allowed in lockers. Items of value should never be stored in lockers. Students are not to share lockers and may only use the locker assigned to them. Hall locker damage/repair needs should be reported to the office. Locker cleanout will be held each semester. **The school will assume no responsibility for locker contents, although due care is exercised to assure security.**

## Messages and Deliveries

All deliveries are to be made to the main office. Students will be notified of the delivery and should come, at the end of the school day to pick up their delivery. Messages should be routed through the main office as well. Parents are discouraged to call students directly, as this creates a disruption to the learning environment and potentially puts the student in disciplinary trouble.

## Office Telephones

Office phones are for student use in emergency situations only.

## Online Classes

MCHS offers a number of online/dual credit opportunities. Any costs for dual credit is the student's responsibility. Please see the counseling department for more information. This information can also be found in the [Course Guide](#).

## Parking / Driving

Student use of a vehicle on campus is contingent upon safe and courteous operation and by following all parking regulations which are found on the automobile registration form. Violators may have their vehicle towed away at their expense or lose parking privileges. Students must purchase a parking tag by paying a non-refundable \$4.00 fee and registering all vehicles at the office. Students must display the tag on their windshield mirror and park in the corresponding parking lot. Parking will be first come first serve except for student council parking, handicapped parking and visitor parking. Students who do not park in their designated area will be subject to school discipline. Monroe City R-1 School District is not responsible for vehicles parked on school premises.

### **Student Acknowledgement Concerning Use of Student Parking Lots**

I acknowledge and understand that:

1. Students are permitted to park on school premises as a matter of privilege, not of right.
2. The School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
3. The School District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles.
4. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

5. If I fail to provide access to the interior of my car upon request by a school official, I will be subject to school disciplinary action.

Parking areas are as follows: Area A is the outer edge of front circle and the front row and marked angle parking on paved area north of high school building. (Senior Lot) Area B is the gravel lot directly east of the High School (Underclassmen Lot) Area C is the gravel lot directly north of the Bus Barn.(Overflow lot-not to be used unless given permission)

## Part Time Student Status

See graduation requirements.

## School Closing Due to Severe Weather

Should school be cancelled due to inclement weather, equipment breakdown, or other unusual reasons, the general public will be notified through KHMO (Hannibal); KRES (Moberly); KHQA-TV (Channel 7); and WGEM-TV (Channel 10). If you think school will not be held, listen to your radio or local television station, but do not call the superintendent or principal.

## Sign in Sign out Procedures

### Arriving Late

Students who are arriving after 8:00 a.m. need to sign in at the office.

### Leaving Campus

Students who need to leave campus before the end of their school day for any reason must checkout through the office. The principal or secretary must be notified by your parents by either phone or in writing prior to leaving campus. Any student that leaves without permission will be considered truant. The student will receive 3 days ISS for this offense.

# Student Dress

Students need to use good judgment in deciding their attire for the school day or activities. An article of clothing that may be deemed as proper in your own private setting may not be appropriate for school or school functions. If any staff member feels that the mode of dress by a student is disruptive to the educational process and/or is against the school dress code, the student will be asked to change. Parent(s)/guardian(s) may be asked to bring alternative clothing to school. In order to protect the learning environment for all students the following articles of clothing will not be permitted:

**REMINDER: *If you have any doubts that an outfit is appropriate for school, don't wear it.***

- All shirts must have sleeves. **No sleeveless shirts will be allowed.**
- Extremely short or revealing shorts or skirts. No boxer shorts will be allowed.
- Crop tops, halter, fishnet tops, tank tops (alone), backless clothing, or bare midriff tops. If a student wears a tank top, see-through mesh top, a narrow-strapped top dress, or a sleeveless shirt with large armholes, another shirt must be worn under it.
- Knives, pliers, box cutters or any similar item worn or attached to pants. An area in the Ag Building will be designated for such items that are necessary for shop classes.
- **Hats, bandanas, doo rags, hoods, and sunglasses are not permitted.**
- Clothing with writing, drawings, or emblems that are derogatory, or refer to liquor, tobacco or controlled substances, or are designed to represent a hidden meaning.
- Pants, jeans, and sweats should be worn at an appropriate level and zipped and fastened.
- Proper footwear should be worn at all times. Certain classes may require certain footwear for safety purposes.

Students who violate the dress code will be asked to change, and excessive violations of the dress code could result in further discipline.

**Rule of Thumb: Dressing modestly will avoid issues related to the dress code.**

# Tardy Policy

## Tardies to classes (Including before school)

Students will accumulate tardies on **ALL** classes per quarter with discipline being as follows: 5 total tardies in a quarter, 1 day ISS; 10 total tardies in a quarter, 2 days ISS; 15 tardies in a quarter 3 days ISS; 20 total tardies in a quarter 4 days ISS; subsequent offenses will result in multiple days ISS.

## Late/Tardy to school

Students who are tardy to school for unavoidable reasons will be allowed two excused late/tardies per semester. Students are late to school if they are not in class by the half-way point of first hour. Excessive lates may result in disciplinary action.

## Textbooks

Proper care and use of textbooks is the student's responsibility. Students are financially responsible for lost, stolen, or damaged textbooks.

## Tobacco Use at MCHS - Students, Staff, All

Tobacco use is not permitted on school property. This rule has been adopted for two reasons: First, that smoking/chewing by students on school property presents a safety hazard which cannot be controlled by the school administration; and second, that both the health of the individual student and health and freedom from the annoyance caused by tobacco use to others are factors of concern. Tobacco use by any person on school grounds is prohibited. This includes, but is not limited to: in school buildings, on school grounds, school buses and bus stops. This applies to ALL MCHS school-sponsored activities. Tobacco products, all forms, may be confiscated and destroyed by MCHS administration.

## Transportation

A student who fails to maintain appropriate conduct on the bus, waiting for the bus, or walking to or from the bus may lose the privilege of riding the bus and/or face disciplinary action.

All students participating in school sponsored activities requiring transportation will be transported by school furnished transportation. All sponsors will first secure permission from the Administration. Bus transportation is mandatory for all groups involving more than four students. Students will not be allowed to take automobiles on school sponsored activities. All students will be required to return by school furnished transportation unless permission is given to the sponsor or coach by the parent for the student to return with his or her parents. Contact must be made with the Principal prior to the event for any other situation.

## Truancy

Students are to be at school and in their assigned classrooms at all times. Students (regardless of their age) may not leave campus without permission of the MCHS Administration. Leaving without following the correct procedures is considered truancy. Students under the age of 17-years old are required by law to attend school. Upon the third consecutive day of non-attendance, without parent phone calls, MCHS will begin documentation of the student's absences. Upon the fifth "no-contact" day, MCHS will begin contacting the Division of Youth Services for assistance in getting the student to school. Students who have gotten tardies in classes may not "choose" to simply not come to school to miss the next tardy. Doing so is truancy!

# Visitors

Only students of the school and employees doing school business are permitted in the building. Others, having business in the building, must check in with the building secretary. School age visitors, toddlers, or infants are not permitted on campus unless accompanying a parent who has checked in through the office.

# Vocational School

Students may make application to attend Hannibal Career & Technical Center in Hannibal, Missouri, during the spring. Students will be selected based on a set of qualifying standards. These standards include but are not limited to, attendance, behavior, and grades. The counselor and principal will make final decision on applicants since only a few students can be sent. See the Guidance Center for specific rules on Hannibal Career and Technical Center.

Missing the bus will be treated as a late to school and appropriate disciplinary action will occur. Students who drive to Vo-Tech for special reasons must obtain the signatures of the Vo-Tech Principal, a parent, and Monroe City High School Administrator at least one day in advance of driving to Vo-Tech. Failure to do so will result in disciplinary action.



# Supplemental Policies & Notices

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## Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in 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, any aggravated circumstance of any offense, or any 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. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

## Reporting to Law Enforcement

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

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

## Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

## Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences".

## Policies

***All district policies are available upon request or may be accessed on the Monroe City R-I website: [www.monroe.k12.mo.us](http://www.monroe.k12.mo.us)***

### **P 1300 Equal Opportunity**

The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender or national origin.

The District's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender or national origin.

## **P 5550 Meal Charges**

### **Purpose**

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

### **Administration**

1. Student Groups:
  - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
    - a. These meals will include only the menu items of the reimbursable meal.
    - b. After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
  - Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
    - High School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.
- Parents/guardians will be sent a written request for "payment in full."
- All charges not paid before the end of the school year will be carried forward into the next school year.
  - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

## **P 6440 Statewide Assessments**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year.

In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

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### ***IDEA Public Notice***

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Monroe City R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Monroe City R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Monroe City R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Monroe City R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent of Schools Office on any business day from 7:30 a.m. to 4:00 p.m.

This notice will be provided in native languages as appropriate.

### ***Standard Complaint Resolution Procedure for Improving America's Schools Act Programs***

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific

details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent or the Board.

Procedure:

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.
5. Complainants in regards to discrimination or harassment will need to be filed with the District Compliance Officer. This position is held by the High School Principal.

Contact information is as follows:

John Fortney  
401 Hwy 24 and 36 East  
Monroe City, MO 63456  
Phone (573) 735-4626  
Fax (573) 735- 2413

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability for lodging complaints against the local district or the state.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R), established for that purpose.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

## P 2600 Discipline

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities.

Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

## P 2610 Misconduct and Disciplinary Consequences

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610.

Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

## P 2620 Firearms and Weapons in School

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property.

The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law. Nothing in this policy shall prohibit the District from permitting a Civil War reenactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

## R 2610 Behavioral Expectations

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

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

# Prohibited Conduct

## Alcohol

Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

First Offense:	<i>1- 180 days out-of-school suspension</i>
Subsequent Offenses:	<i>1- 180 days out-of-school suspension or expulsion.</i>

## Arson

Intentionally causing or attempting to cause a fire or explosion

First Offense:	<i>1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.</i>

## Assault

(Refer to Policy and Regulation 2673- Reporting of Violent Behavior)

Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

First Offense:	<i>1-180 days out-of-school suspension, or expulsion.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension, or expulsion.</i>



## Automobile/Vehicle Misuse

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

First Offense:	<i>Suspension or revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>Revocation of parking privileges, detention, in-school suspension, or 1-180 Offense days out-of-school suspension.</i>

## Bullying and Cyberbullying

Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).

First Offense:	<i>Detention, in-school suspension, or 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension or expulsion.</i>

## Bus or Transportation Misconduct

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

## Defiance of Authority

Refusal to obey directions or defiance of staff authority.

First Offense:	<i>Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</i>

## Dishonesty

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

First Offense:	<i>Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</i>
Subsequent Offenses:	<i>Nullification of forged document. In-school suspension, 1-180 days out-of-school suspension or expulsion.</i>

## Disruptive Behavior

Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

First Offense:	<i>Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</i>

## Dress Code

Clothing or accessory items which may disrupt the educational environment or failure to abide by student dress code.

First Offense:	<i>Principal/Student conference, notification to parents, and/or change of clothing.</i>
Subsequent Offenses:	<i>1-3 days in-school suspension, parent conference.</i>

## Drugs/Controlled Substance

### Possession or presence

Under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense:	<i>1- 180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension or expulsion.</i>

## Sale

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense:	<i>10-180 days out-of-school suspension or expulsion.</i>
Subsequent Offenses:	<i>10-180 days out-of-school suspension or expulsion.</i>

## Extortion

Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense:	<i>1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension, or expulsion.</i>

## Fighting

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	<i>MS (Principal/Student conference, detention, in -school suspension) or 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension, or expulsion.</i>

## Firearms and Weapons

(Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

### Possession of a firearm or weapon

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g)(2) or ' 571.010, RSMo.

First Offense:	<i>One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.</i>
Subsequent Offenses:	<i>Expulsion.</i>

## Harassment

(Refer to 565.090 Missouri Statute)

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

First Offense:	<i>Principal/Student conference, detention, in-school suspension , 1-180 days out-of-school suspension, or expulsion.</i>
Subsequent Offenses:	<i>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</i>

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

First Offense:	<i>Principal/Student conference, detention, in-school suspension , 1-180 days out-of-school suspension, or expulsion.</i>
Subsequent Offenses:	<i>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</i>

## Improper Display of Affection

Consensual kissing, fondling, or embracing.

First Offense:	<i>Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>In-school suspension, 1- 180 days out-of-school suspension, or expulsion.</i>

## Improper Language

### Threatening Language

Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense:	<i>Principal/Student conference and/ in-school suspension, 1- 180 days out-of-school suspension, or expulsion.</i>
Subsequent Offenses:	<i>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</i>

## Use of Obscene or Vulgar Language

First Offense:	<i>Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</i>
Subsequent Offenses:	<i>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</i>

## Disruptive or Demeaning Language or Conduct

Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense:	<i>Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension, or expulsion.</i>

## Inappropriate Sexual Conduct

Physical touching of another student

In the area of the breasts, buttocks, or genitals

First Offense:	<i>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</i>
Subsequent Offenses:	<i>Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.</i>

## Use of sexually intimidating language, objects, or pictures

First Offense:	<i>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension or expulsion.</i>

## Indecent Exposure

Includes display of breasts, buttocks and genitals in a public location

First Offense:	<i>In-school suspension, 1-180 days out-of-school suspension, expulsion.</i>
Subsequent Offenses:	<i>1-180 out-of-school suspension, expulsion.</i>

## Prescription Medication

### Possession

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense:	<i>In-school suspension, 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension or expulsion.</i>



## Distribution

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense:	<i>1-180 days out-of-school suspension or expulsion.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension or expulsion.</i>

## Technology Misconduct

Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer viruses , hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense:	<i>Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension. or 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</i>

## Theft

Nonconsensual taking or attempt to take the property of another.

First Offense:	<i>Return of or restitution for property. Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.</i>
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Subsequent Offenses:	<i>Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.</i>
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## Tobacco

Possession, smoking or use of any tobacco product including vaping, electronic cigarettes, oils, hookah pipes, matches, paper, lighter, etc. on any school property before, during or after school hours.

First Offense:	<i>Confiscation of tobacco product. Principal/Student conference and in-school suspension.</i>
Subsequent Offenses:	<i>Confiscation of tobacco product. In-school suspension, or 1-10 days out-of-school suspension.</i>

## Truancy or Tardiness

Arriving late to class.

First Offense:	<i>Principal/Student conference, detention, or 1-3 days in-school suspension.</i>
Subsequent Offenses:	<i>3-10 days in-school suspension.</i>

Absent from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect).

First Offense:	<i>Principal/Student conference, detention, or 1-3 days in-school suspension.</i>
Subsequent Offenses:	<i>3-10 days in-school suspension.</i>

## Unauthorized Entry

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

First Offense:	<i>Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</i>
Subsequent Offenses:	<i>1-180 days out-of-school suspension or expulsion.</i>

## Vandalism

Intentional damage or attempt to damage property belonging to the staff, students, or the District.

First Offense:	<i>Restitution. Principal/Student conference. In-school suspension, 1-180 days out-of-school suspension. or expulsion.</i>
Subsequent Offenses:	<i>Restitution. In-school suspension. 1-180 days out-of-school suspension, or expulsion.</i>

