

# **MHS STUDENT HANDBOOK**



**2017 - 2018**

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MONETT HIGH SCHOOL  
One David Sippy Drive  
Monett, MO 65708

Office - 235-5445  
Guidance - 354-2174  
Fax - 235-7884

<http://monett.high.schoolfusion.us>

Monett High School is accredited by the Missouri Department of Elementary and Secondary Education.

### **BUILDING ADMINISTRATION**

Principal - Mr. David Williams  
Assistant Principal – Mrs. Stephanie Heman  
Athletic Director/Dean of Students - Mr. Daryl Bradley

### **COUNSELING STAFF**

Mrs. Kara Tinklepaugh -Sophomore/Senior  
Mrs. Beth Nation - Freshman/Junior

**MONETT HIGH SCHOOL MISSION**  
"Students Enter to Learn, Leave to Succeed"

## **SCHOOL TOAST**

Monett High School, Monett High School

Here's a toast to thee.

We will ever love and praise thee.

Thy success we see.

We will honor, we will love thee.

May you ever stand,

Staunch and strong, our Alma Mater.

Here's a toast to thee.

Hello Monett Cubs!

The 2017 - 2018 school year will be another exciting school year for Monett High School and our students. Our academic and athletic teams look forward to repeating and expanding upon their successes of the past year. The Monett High School gym sports a new look that reflects the commitment to improvement our teams have shown year after year. In the classroom, our GO CAPS - Monett program continues to offer students a chance to learn outside of the traditional school setting and allows them to work with local businesses partners on real world, hands on projects. The 2017-2018 school year will also see an expansion of online learning opportunities as well as chances to intern off campus while earning high school and college credit.

We look forward with excitement to the new opportunities the upcoming school year has for Monett High School Cubs. Welcome back and let's get to it!

David Williams  
High School Principal

## **MOD SCHEDULE**

1	-	8:00-8:25
2	-	8:25-8:50
3	-	8:50-9:15
4	-	9:15-9:40
5	-	9:40-10:05
6	-	10:05-10:30
7	-	10:30-10:55
8	-	10:55-11:20
9	-	11:20-11:45
10	-	11:45-12:10
11	-	12:10-12:35
12	-	12:35-1:00
13	-	1:00-1:25
14	-	1:25-1:50
15	-	1:50-2:15
16	-	2:15-2:40
17	-	2:40-3:10

## **STUDENT SUPERVISION**

The faculty of Monett High School will begin supervising students in general areas (commons, front walkway, etc.) at 7:30 a.m. each morning. At the close of the day, supervision will be provided in these same areas for twenty (20) minutes following dismissal for the day. Parents are asked not to drop students off at the school during unsupervised periods. The district will not be responsible for supervising students outside the previously stated times.

## **BUILDING USE AFTER HOURS**

Use of the building after 3:20 for meetings and practices must be approved by the principal. Any time the building is being used by students, a faculty member must be present to supervise.

## DAILY BULLETIN

The Daily Bulletin is prepared in the principal's office and may be communicated to students by email each day and is available on the school website. It will be the student's responsibility to read the bulletin to stay informed on upcoming events.

The bulletin is to include any announcements of special events for the day and any other information the administration wishes to reach the students. All notices for the bulletin are to be in the principal's office by the end of mod fourteen (14) on the *previous day*. If a student wishes to put an announcement on the bulletin, he/she must obtain a form from the office, fill it out, have it approved by a teacher, and turn it in prior to the deadline. The notice will then appear in the next morning's bulletin.

## I.D. CARDS

Each student is required to use a school issued I.D. card or student number to tap into resource during the regular school day. Students are also required to use their ID card to purchase lunch, and attend home sporting events. The initial card will be issued at no cost to the student. Students losing their I.D. card must have a duplicate issued through the main office. A \$5.00 charge will be made to the student for each duplicate card.

## EMERGENCY DRILLS

From time to time, drills are held to ensure appropriate action in the event of an emergency. It is essential that everyone follow the instructions of the teacher. Descriptions of drills and the signal system for each are listed below.

**FIRE ALARM:** The signal for fire is an intermittent blasting sound and flashing strobe lights. Listed in each room are directions to follow, including exits to be used and the routes to be followed. Students must exit in an orderly fashion and meet in the location designated for roll call.

**TORNADO ALARM:** The tornado alarm will be given over the intercom or will be signaled by repeating electronic bell sounds over the intercom system. In a tornado alert all students should move quickly to the Performing Arts Center and avoid all windows.

**IN PLACE SHELTER:** Instructions will be given via intercom.

**EVACUATION:** Instructions will be given via intercom.

## **BOOK BAGS, PURSES, AND LAPTOP BAGS**

Any student backpack, purse, etc. that is carried must fit under the desk/chair in the classroom so that it does not block any walkways or present a tripping hazard/safety concern. The bag must protect the student's school-issued laptop sufficiently (minimally have as much padding in a 'laptop' pocket as the school issued bag has). If the student's laptop is damaged due to lack of sufficient protection in the student's own bag the damage may not be covered by the laptop insurance policy.

## **GUIDANCE**

The counseling staff of Monett High School provides students the opportunity for continued personal/social development through such resources as personal and career counseling, testing, informative printed material, and classroom presentations so students may better understand themselves, others, and their roles as contributing members of society.

Setting aside time for a personal interview with a counselor to discuss long-term goals and plans can assist students in establishing goals for high school and beyond. In addition to career information, the counseling staff can assist with decisions about college choices and the steps required for exploring financial funding through grants and scholarships for post-high school education. The counselors are also available for mock interviews and resume building for those pursuing employment.

The guidance office is open **by appointment** and may be visited before or after school, for academic concerns and assistance. Freshmen and Junior students will see Mrs. Nation while Sophomore and Senior students will see Mrs. Tinklepaugh. For personal counseling, students may see either counselor.

## **ASSESSMENTS ADMINISTERED**

Monett High School participates in the following student assessments during the school year: End of Course Exams, PSAT, ASVAB (upon request), ACT, and Advanced Placement. Some of these assessments are required while others are optional and have a fee associated with them. Details and schedules for each assessment are available in the counseling center.



**GRADUATION REQUIREMENTS  
(Class of 2016 and beyond)**

The following chart lists the requirements for graduation from Monett High School.

	<b>General Diploma</b>	<b>Honors Diploma</b>	<b>High Honors Diploma</b>
Communication Arts	4.0 units	4.0 units	4.0 units
Social Studies	3.0 units	3.0 units	3.0 units
Mathematics	3.0 units	3.0 units	3.0 units
Science	3.0 units	3.0 units	3.0 units
PE/Health	1.5 units	1.5 units	1.5 units
Personal Finance	0.5 units	0.5 units	0.5 units
Fine Arts	1.0 unit	1.0 unit	1.0 unit
Practical Arts	1.0 unit	1.0 unit	1.0 unit
Electives	8.0 units	8.0 units	8.0 units
Additional Math/Science			1.0 unit
Additional Credits**		2.0 units	2.0 units
GPA		3.33	3.67
Total Credits	25 units	27 units	28 units

\*\*Additional credits must come in two of the following areas: upper level math courses, upper level science courses, upper level social studies courses, upper level communication arts courses, two courses in the same foreign language, two successful years in an SRTC program.  
**All Dual Credit (DC) classes count as upper level classes.**

**Math:** Advanced Math, Pre-Calculus, Probability & Statistics, College Algebra, & AP Calculus

**Science:** AP Physics, Anatomy & Physiology, Chemistry I, Chemistry II, Earth Science, & AP Biology

**Social Studies:** AP Government & Politics; AP Psychology

**Communication Arts:** AP Language & Composition; AP Literature

A student meeting Honors or High Honors requirements will receive a special insignia on his or her diploma.

**CLASSIFICATION**

High school student grade level is determined by the following requirements.

**Freshman:** Satisfactory completion of the eighth grade.

**Sophomore:** One year of high school attendance and successful completion of 5 or more units of credit.

**Junior:** Two years of high school attendance and successful completion of 11 or more units of credit.

**Senior:** Three years of high school attendance and successful completion of 17 or more units of credit.

**Graduate:** The satisfactory completion of 25 or more credits meeting the guidelines listed in the "Graduation Requirements" section.

## HONOR GRADUATE RECOGNITION

### I. Speeches at Commencement

- A. The maximum number of honor speeches at Commencement will be two.
- B. Members of the Top 10% are eligible to volunteer to speak at Commencement. (Top 10% must be receiving the Honors or High Honors Diploma)
- C. If two individuals volunteer, each will address the class at Commencement.
- D. If more than two individuals volunteer, the names of those volunteers will be placed on a ballot and the graduating seniors will vote for two candidates to represent them by giving speeches at Commencement.

### II. Other Recognitions

#### A. Summa Cum Laude

- 1. Students achieving the High Honors Diploma and students achieving the Honors Diploma with a GPA of 3.67 or higher will earn this distinction.
- 2. These students will receive a Gold Academic Honors Medal and will be announced as Summa Cum Laude as they cross the stage.

#### B. Magna Cum Laude

- 1. Students achieving an Honors Diploma with a GPA of 3.33 to 3.67 will earn this distinction.
- 2. These students will receive a Silver Academic Honors Medal and will be announced as Magna Cum Laude as they cross the stage.

#### C. Cum Laude

- 1. Students that meet one of the two criteria listed below will earn this distinction.
  - a. The student meets the coursework requirements for the Honors or High Honors diploma and has a GPA between 3.1 and 3.33.
  - b. The student has earned a General Diploma with a GPA above 3.67.
- 2. These students will receive a Bronze Academic Honors Medal and will be announced as Cum Laude as they cross the stage.

### TRANSFERS AND WITHDRAWALS

Students who plan to withdraw or transfer to another school system should report to the principal's office before classes begin on their last day of attendance at Monett High School. They must bring with them confirmation from their parent(s) that they are moving. They will be issued the proper forms to obtain their grades-to-date from each teacher. At the end of the day, this form will be returned to the office for the principal's signature. Upon request, a copy of this information will be given to the student to take to his/her new school. A copy will be kept on file in his/her permanent record at Monett High School.

## SCHEDULE CHANGES

### Course Change Requests

- Course change requests must be submitted within two weeks from the first day of each semester.
- Changes will only be considered for credit or career path needs.
- Changes are dependent upon space available in the requested course.
- The Course Change Request form must be fully completed before the request will be considered.

### Course Drop Requests

- Course drop requests must be submitted within two weeks from the first day of each semester.
- In order to drop a course, a student must be enrolled in 8 courses.
- Required courses will NOT be dropped.
- The Course Drop Request form must be fully completed before the request will be considered.

Request forms are available in the counselor's office. Signatures from teachers, parents, and an administrator are required before requests will be considered.

## GRADING POLICY

Monett High School believes that the primary purpose of grading is to accurately convey the level of academic achievement that a student demonstrates in each course and grading period.

The grading procedures and policies should be tailored to the specific needs of a particular course within parameters set for all courses. In order to realize these ideals, the grading and reporting system must:

- Reflect academic achievement.
- Contain meaningful feedback.
- Be honest, fair, transparent, credible, useful and user friendly.
- Align with the Monett High School curriculum.
- Reflect consistency within and among courses, grade levels, and departments.
- Communicate information in a clear and timely manner.
- Reflect high expectations of students across all courses and programs.

### Parameters

The primary purpose of grading is to communicate the academic achievement status of students to teachers, the student, students' families, employers, and postsecondary institutions. Additional purposes for grading include:

- Providing information that students can use for self-evaluation.
- Providing information that teachers can use to modify planning and instruction.

Mid-Semester progress reports will be issued after approximately nine weeks each semester. The semester grade will be a cumulative grade for the entire 18-week grading period.

There are two categories of grades used in determining the overall course grade. The categories are Academic Practice and Academic Assessment.

Academic Practice is defined as work conducted when a student is still learning the material. It is designed to provide direction for both students and teachers. For students, the result of academic practice may lead to reviewing, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward. Examples of Academic Practice are teacher observation, some quizzes, homework, rough drafts, peer editing, notebook checks, etc.

Academic Assessment is defined as work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide information to be used in making judgment about a student's achievement at the end of a sequence of instruction.

Examples of Academic Assessment items are final drafts, tests, exams, projects, performances, etc.

### **Grading Policy Foundations**

Each course offered has unique needs when it comes to grading. Therefore, specific grading policies and practices for a course will be included on the course syllabus. To provide a measure of consistency and a philosophical foundation, the following items will be observed in all class grading practices.

1. A minimum of five assessments and a maximum of ten assessments, *including a mandatory cumulative semester exam*, will be given in each course. Every student must take the cumulative semester exam.
2. Semester exams will be given during regular class time during the final six days of each semester. Courses needing to begin exams prior to that six day window will need administrative approval.
3. Each course will have a reassessment policy outlined in the syllabus. There will not be a reassessment for semester exams.
4. All Academic Assessment (including reassessment) must be submitted by the end of each quarter in order to count for credit.
5. Academic Practice must be submitted prior to the assessment it was originally intended for in order to be counted for credit.

### Reporting of Non-Academic Factors

Teachers of the same course will apply the grading parameters in the same manner. Course grades will reflect the level of the student's academic achievement. While non-academic factors may be highly valued and often contribute to the student's academic achievement, they will be reported separately from an academic grade. Non-academic factors, when reported with academic evidence, can mask important learning problems and contribute to miscommunication about the student's knowledge. The following are examples of non-academic factors:

- Behavior (i.e. attendance, attitude, punctuality, certain class participation)
- Homework based solely on completion
- Other evidence of student characteristics or habits

Non-Academic factors are important in preparing students for success later in life. The following five factors will be reported as "Employability Skills" by each teacher for each student on the mid-semester and semester report card: Responsibility, Work Ethic, Cooperation, Trustworthiness, and Attitude. These will be reported as exceeds expectations (+), meets expectations (X), or does not meet expectations (-). The terms are defined below.

**Responsibility** - prepared, follows through on tasks/requirements, and is accountable for one's own actions.

**Work Ethic** - consistently on task, completes work in a timely manner, demonstrates effort, and is self-motivated.

**Cooperation** - works well with others (students and teachers).

**Trustworthiness** - honest (verbally, academically, etc.), reliable, dependable.

**Attitude** - accepts constructive criticism, respectful (to students, adults, property, etc.), positive.

### Progress Reports/Grade Cards

Progress reports will be given to students approximately every three weeks throughout the semester. A single report is issued showing the progress for all courses during the grading period. The progress report can be kept by the parents and does not need to be returned to school. The mid-semester progress report will contain academic progress, as well as "Employability Skills" progress. Final semester grade cards will be issued shortly after the close of each academic semester. These reports will show cumulative grades for all courses the student from the previous semester, as well as "Employability Skills".

Grading Scale

Quality of Work	Score	Corresponding Letter Grade
Exemplary	95-100	A
	90-94	A-
Proficient/Thorough	87-89	B+
	83-86	B
	80-82	B-
Acceptable	77-79	C+
	73-76	C
	70-72	C-
Inferior	67-69	D+
	63-66	D
	60-62	D-
Unacceptable	<60	F

**ACADEMIC DISHONESTY**

Any student that submits work that is not his or her own will be subject to the consequences listed below. Additionally, the teacher of the course is encouraged to contact the sponsor(s) of any activity the student participates in for team/group outlined consequences.

*Academic Practice*

First offense - zero on the work and ineligibility for National Honor Society selection during the current school year. If already a member of NHS, the student will be removed from the organization.

Subsequent Offenses - same as first offense plus referral to the assistant principal for additional consequences.

*Academic Assessment*

All offenses - The student must complete an alternate assessment after school and serve three detentions. The student will be ineligible for selection to National Honor Society in the current year. If already a member of NHS, the student will be removed from the organization.

**ACADEMIC LETTERS**

Academic letters are awarded to seniors at the Senior Honors Assembly and to underclassmen during the Honors Assembly on the last day of school. To be eligible for an Academic Letter, a student must have a minimum 3.33 GPA for the first semester of the current year and the second semester of the previous year.

## ATTENDANCE

Research reveals that students who are absent or tardy to class tend to have lower grade averages even though they may have better academic aptitude. Accordingly, the faculty and staff at Monett High School believe it is important for students to be in attendance at school whenever possible. When it is necessary for a student to be absent, this section of the student handbook details the policies and procedures that must be followed.

Parents or guardians are responsible for notifying the principal's office when a student is absent and for giving a reason for the absence. If a parent plans to pick up his/her son or daughter during the day, the parent must contact the principal's office and the student must check out through the office before leaving.

When it is necessary for a student to be absent for several days, the office should be contacted. It is the responsibility of the student and their parent to request make-up work. If a student cannot attend for a long period of time due to illness, the school district may be able to provide homebound instruction at the request of the student's physician. Homebound requests should be directed to the Monett School District's Special Services Office.

***Students are not allowed to participate in any school activities (field trips, extra-curricular events, etc.) if they are absent for any part of the day of the activity unless a compelling reason is approved by the principal or designee PRIOR to the absence.*** Students are also expected to be in attendance all day following an activity.

The only absence that is not recorded is for school-sponsored activities. Students are not marked absent for these times; however, the sponsoring teacher should give at least a two day notice in written form to the principal when any student will be out of class due to a school activity. **These students should arrange to make up work missed prior to leaving for the activity.**

Arrangements should be made through the attendance secretary for college visits. Seniors are allowed one college visit per semester. Juniors are allowed one college visit during the school year.

### Following an Absence

Before a student returns to class, he/she should bring a note from home to the principal's office. This note must be signed by a parent or guardian.

**MHS does not differentiate between excused and unexcused absences.** All absences will count against the total number of absences allowed per semester. Work missed during an absence must be made up by the student. **The student must make the request for makeup work prior to or on the day that he/she returns to class, not days or weeks later.**

### Makeup Work Following an Absence

The school suggests that when a student is going to be gone for three or more consecutive days, the parents should contact the school office and explain what the student is able to do as far as work is concerned. If needed, the office or a counselor will arrange for homework assignments, which may be picked up by the parents or sent home with another student.

The timeline for submitting make up work will be established by the teachers of a course and communicated via the syllabus at the beginning of the year.

***Students who are absent on a test day for a school activity will take the test before they leave for the activity OR the day they return.*** Students who have an acceptable absence will have three school days to make up any tests while absent. ALL MAKEUP TESTS WILL BE TAKEN BEFORE SCHOOL, AFTER SCHOOL, OR SCHEDULED DURING RESOURCE TIME unless other arrangements are made with the classroom teacher.

### Authorization to Leave School

**A student is not to leave school anytime during the school day without authorization from the office.** Any student leaving early must secure a "Permit to Leave" form from the office. Failure to do so will result in the student's classification as truant. Truancy will be handled according to the Student Responsibility Code. A "Permit to Leave" pass will be issued for medical appointments, sudden student illness (school nurse will notify the parents), and requests made and confirmed by the parents.

### Missing Class for a School Activity

Periodically, it is necessary for students to miss class to participate in an athletic contest, music contest, speech/debate tournament, or other activity approved by the administration. It is the student's responsibility to make arrangements with all teachers whose classes will be missed regarding homework, tests, etc.

Students that are currently failing a class will not be permitted to leave during the school day for non-MSHSAA trips or events. All MSHSAA related trips will follow the current eligibility policy.

### Absences

Students may not accumulate more than eight absences in any semester (school activities do not count as an absence toward this requirement). On the eighth absence, the student must meet with the Assistant Principal to review their attendance and arrange a make-up plan in order to receive credit for that semester.

Students that miss fifteen days or more must appear before the attendance committee before they will be eligible to receive credit.



### Tardies

Tardiness is defined as any appearance of a student beyond the scheduled time a class begins. The teacher will record students arriving to class past the designated start time as tardy. The teacher will then refer the student to the office based upon their classroom policy. **MHS DOES NOT DIFFERENTIATE BETWEEN EXCUSED AND UNEXCUSED TARDIES.** Notes from home will not excuse a student for being late to any class.

**Any student who is tardy to school must first check in at the office so that attendance records will be accurate.**

### **Student Random Drug Testing**

It is the desire of the Board of Education, administration, and staff that every student in the Monett R-I School District refrains from using, possessing, or distributing illegal drugs and/or alcohol. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and co-curricular activities, as well as their ability to apply for a parking pass on the Monett High School campus. This policy is intended to supplement and complement all other policies, rules, and regulations of the district regarding possession or use of illegal drugs and alcohol.

Student parking on school property and participation in school sponsored extracurricular and/or co-curricular activities, at the Monett R-I School District, is a privilege. Accordingly, students involved in such activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

Enrollment forms for the Student Random Drug Testing program will be mailed home, prior to the start of the 2017-2018 academic year. All forms must be returned by August 31, 2017.

## **CLASSROOM AND HALLWAY CONDUCT**

- All students should be in a Resource Area or classroom.
- Student conduct in classrooms and Resource Areas should not disrupt the educational process of others.
- Teachers are responsible for the activities in the classrooms and Resource Areas.
- Respect should be shown to staff at all times.
- Headphones or listening devices may be used with teacher discretion with one earpiece only.
- Between and during MODS, movement in the hallways should be purposeful.
- Students are to move quietly in academic areas.
- Students are not to be in unoccupied classrooms.
- Failure to show respect for staff, other students or the educational process will result in appropriate disciplinary action, per the student Code of Conduct.
- Students may only eat lunch during the assigned lunch MODS.

## **RESOURCE AREAS**

ROOM 122 – Math Resource

ROOM 126 – RISE

ROOM 153 – Social Studies Resource

ROOM 212 – Science Resource

ROOM 230 – English/Foreign Language Resource

LIBRARY – Freshman/Sophomore A/B Resource

COMMONS - Junior/Senior A/B Resource

Students must follow classroom and hall conduct guidelines while in Resource Areas in addition to any specific posted guidelines.

## **HONOR ROLL**

An honor roll is published each semester. To be eligible for the honor roll, a student must have at least a B- in all classes.

## **NATIONAL HONOR SOCIETY**

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students at Monett High School.

Candidates eligible for selection to N.H.S. must be members of the junior or senior class. Eligible candidates will be selected for membership by the Faculty Council and shall have a minimum grade point average of 3.33. Meeting the academic requirement is only the first criteria for possible membership. Three other areas are taken into consideration: character, leadership, and service. To clarify the student's involvement in leadership and service, the students are asked to complete a form and list all activities in which they have been involved. These activities (both in and out of school) include clubs, athletic teams, youth groups, church groups, etc.

The selection of National Honor Society members shall be made by the Faculty Council, which consists of five members. Membership is an honor bestowed upon students by the teachers.

### **LIBRARY REGULATIONS**

**Library Hours - 7:30 a.m. to 4:00 p.m.**

The school library media center serves as a point of access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic, information-dependent society. The reading of books and magazines for pleasure is also encouraged.

1. Students should conduct themselves in a manner that enables others to work undisturbed.
2. Books may be checked out for four weeks, magazines for two weeks.
3. Books and magazines that are lost or damaged must be paid for according to the replacement cost. There will also be a replacement charge for missing or damaged bar codes.
4. Library privileges may be revoked due to overdue materials.

### **LOST AND FOUND**

Students should report to the office for any lost or found items.

## SCHOOL LUNCHESES

Hot lunches and breakfasts are served daily in the high school cafeteria. All high school students can take advantage of this service for a nominal fee. The payments for lunches are handled electronically. Students should make deposits to their accounts in the office or online. To purchase a meal, students will scan their student ID so that the cost of the meal may be deducted from their account. No money will be accepted in the cafeteria line.

Deposit envelopes may be found in the high school office. All deposits to meal accounts must be made with a deposit envelope in order to have complete records for each account. The office will not make change for deposits so please be sure to send the exact amount you would like to have deposited. Fill out all of the information on the envelope, sign and date it then place it in the box in the front office. Online deposits may be made through the RevTrak system on the district website. Deposits must be made by 8:00 AM in order to be credited to the account that day.

The free and reduced lunch program provides one breakfast and one regular lunch each day. If you participate in this program and will be purchasing meal items other than the regular breakfast and/or lunch, money must be deposited into the meal account to cover the cost of these items. Students will only be allowed to carry a minimal negative balance in their account. An alternative lunch will be served when this balance drops below -\$6.00. All accounts must be cleared by the last week of school or before a student withdraws from the school district. Any monies in the account at the end of a school year will carry over to the next school year.

Students may also bring sack lunches from home, but they must eat in the commons area.

**Outside food/drink - other than sack lunches - are not allowed in the building.** Students may not leave campus for lunch.

Meal prices:

Breakfast - \$1.45

Lunch - \$2.15

Reduced Breakfast - \$0.30

Reduced Lunch - \$0.40

Additional Ala Carte items will be available at various prices

## VISITORS

Students should not bring guests to school unless prior approval has been granted by the principal. Guests will only be approved if they are contributing to a class through a presentation or if requested by the teacher.

## **ASSEMBLIES**

Assemblies are considered part of the curricular program and are designed for student participation, disseminating information to the student body, and bring in outside speakers or talent who serve educational purposes. All assemblies are scheduled subject to the principal's approval. Students are assigned designated seating and may be considered truant for not sitting in these areas. Parents are always welcome at assemblies.

## **ACTIVITY FUND**

Money collected from various organizations and classes is cared for in a very business-like manner. Any money from dues, fundraisers, plays, etc. is turned in each day to the office where it is receipted to the organization and then deposited into the bank. The Activity Fund is audited once per year by a public accountant.

## **STUDENT DRIVING/PARKING LOT**

Driving to school is a privilege. For this privilege the student must show a willingness to comply with all school regulations.

1. A Monett High School student parking tag must be hung from the rearview mirror of the student's vehicle. Students must provide proof of insurance, vehicle registration and a valid driver's license as well as consent to participate in the random drug testing program in order to obtain a parking permit.
2. Students are not to be in the parking lot or in their vehicles without first receiving permission from the office.
3. Students are never allowed to transport other students during the school day without direct permission from both parties' parents and the office.
4. Safe and orderly driving is a must. Any action behind the wheel that could put students or staff in danger will not be tolerated.
5. Students are only allowed to park in the lot north of the entrance road. All four tires must be in the space and on the pavement. Students will no longer have assigned parking spaces.
6. Students are not allowed to park in the faculty parking lot, circle driveway, maintenance area, or any other roadway.
7. Student vehicles must remain in the student parking lot for the duration of the day unless special permission is granted by MHS or SRTC administration.

Violation of the above regulations could result in removal of driving privileges, disciplinary action listed in the student responsibility code, and/or report to the Monett Police Department.

## LOCKERS

School lockers are the property of the Board of Education and are provided for the convenience of students and are subject to periodic inspection without notice. At any time reasonable suspicion exists that a student is in violation of school policy, the principal or designee shall have the right to search, without notice, that student's locker. In addition, the principal or designee shall make random searches and contact local authorities if illegal articles are found.

Students can request a locker assignment through the principal's office at the time class schedules are distributed. Lockers should be kept clean and neat at all times.

Students are cautioned not to bring large amounts of money, radios, cameras, etc. to school. Coats, gym clothes, shoes, etc. should be marked with pupil's name for identification. STUDENTS, not the school, ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY. If it is necessary to bring large amounts of money to school, it may be left in the principal's office during the school day for safekeeping. During class or organizational sales campaigns, students are particularly cautioned to take special care of their sales items and funds.

## DANCE GUIDELINES

1. Students enrolled in MHS grades 9-12 are welcome to attend the dances. **Students must be in attendance all day the day of the dance.** (Prom is only for juniors and seniors and their dates.)
2. Only approved guests are allowed to attend Monett High School dances. Guests must be between 9<sup>th</sup> grade and 20 years of age (unless the spouse of a student). In order to bring an out of school date to a dance at MHS, students must complete a "Dance Date Visitor Permission Form" which is available in the office. All forms must be filled out completely and approved by the administration prior to purchasing a dance ticket. Proof of identification will be required at the door for all out of school dates.
3. No student, who after dropping out of MHS during the current school year, will be allowed to attend.
4. Doors will be closed one hour before the end of the dance with no admittance after that time.
5. All MHS students will be required to have their student ID and sign in when they arrive at the dance.
6. Any student choosing to leave the dance prior to one half hour before the dance's scheduled ending time will have to sign out before leaving and will not be allowed to re-enter.
7. Any person leaving the dance will not be permitted to re-enter the dance.
8. The manner of student dance must be acceptable and not violate basic standards. Back-to-front and 'sandwich' dancing are examples of inappropriate dancing. Students that choose to dance in a manner such as this will receive one warning. They will be asked to leave the dance if a second offense occurs.

9. The administration reserves all rights to remove any person from the premises at any time. A student or his/her guest found to be intoxicated or to smell of alcohol, to engage in disorderly conduct, or to have possession of drugs or alcohol may also result in the student being suspended or expelled by the Board of Education and/or reported to the local law enforcement agency. We also reserve the right to administer a breathalyzer test.
10. All non-driving students must be picked up within ten minutes after the end of the dance.
11. All MHS dances will end no later than midnight.

## **JUNIOR-SENIOR PROM**

The Junior-Senior Prom at the close of each school year has long been a tradition at Monett High School. Attendance at the Prom is open to current MHS juniors and seniors and their dates. The same rules for out of school dates apply to prom as to other dances. **Students must be in school all day of the dance (or the day prior if the dance is on Saturday) in order to participate in the Junior-Senior Prom.**

## **LAPTOP COMPUTERS**

Monett High School provides each student with a laptop computer, charger, and carrying bag for use during the school year. An Insurance deposit of \$50 (\$35 for Free/Reduced lunch students) must be paid and a usage agreement must be signed prior to the student being allowed to take the laptop home. Policies, procedures, and guidelines for student use of the laptop are available on the high school website under the "1:World learning Initiative" tab on the left side of the page. A paper copy may be requested by visiting the Help Desk.

## **ELECTRONIC DEVICES**

Electronic communication devices and other electronic equipment are subject to the following regulations:

### Cell phones/PDA's:

- Students may use these devices during passing times and lunch.
- During class time, these devices must remain off or on silent and be placed face down on the student's desk or in another location designated by the teacher.
- These devices must remain face down on the desk unless specific permission is given by the instructor to allow their use.
- Students will not be permitted to take an electronic device out of the classroom during class time.

### Other Electronic Devices (ipod, MP3, etc.)

- Use of these devices in class is at the discretion of the teacher.

Failure to adhere to these guidelines will result in the consequences listed in the discipline section of the handbook.

## **SEXUAL HARASSMENT**

The Board of Education declares that it is the policy of the school district to maintain a learning environment that is free from sexual harassment. The Board of Education is committed to eliminating all sexual harassment. As a result, it shall be a violation of this policy for any employee of the school district to sexually harass a student. It shall also be a violation of this policy for students to sexually harass other students or employees of the school district.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature.

Complaints of sexual harassment shall be made to the building principal or to the superintendent. Any employee who is aware of any sexual harassment directed toward a student or employee of the school district shall immediately report such conduct to the building principal or superintendent.

When a complaint alleging sexual harassment is received, an investigation will be conducted immediately by the building principal receiving the complaint or by the superintendent. As part of the investigation, witnesses to the conduct, if any, will be interviewed. Confidentiality will be maintained to the extent possible. If the school district concludes sexual harassment has occurred, immediate and appropriate corrective or disciplinary action shall be taken.

The Board of Education further declares that persons making complaints of sexual harassment shall be free of retaliation. Retaliatory action against persons making complaints pursuant to this policy or otherwise participating in the making or resolution of a complaint is prohibited. For the entire policy “Prohibition Against Illegal Discrimination and Harassment”, reporting requirements, and the grievance procedure, you may find Policy AC in Section A of Board Policies on the Monett R-1 website: <http://monett.schoolfusion.us>

## **STUDENT CONDUCT**

It is assumed that each student understands the importance of fair play; proper dress; protection of school facilities, equipment, and supplies; and respect for themselves and fellow students. Our students exhibit high standards, and they expect all students to honor the rights and privileges of others. Any student who bullies/harasses another student should be reported to faculty or staff. Incidents will be investigated and acted upon per Monett R-1 policy.



## OVERDUE FINES AND FEES

In order for students to attend and participate in clubs and organizations which may leave during the school day, students must have all fines and fees paid in full prior to the activity unless a date has been set for the fine/fee to be paid. Students who do not have their obligations paid will not be allowed to miss school time for their activity. These fines and fees include, but are not limited to: library fines, class dues, lunches, restitution due to damage or loss of school materials, and project fees. This is not an all-inclusive list.

## DRESS GUIDELINES

The purpose of the dress guidelines is to provide an atmosphere conducive to an educational environment and to reflect an image to fellow students, faculty, alumni, parents, and others that shows pride in self and in school.

Students should follow the standard of dress showing modesty, cleanliness, and neatness. It is hoped that each student and his/her parents will assume a personal responsibility and will make a conscientious effort to follow these guidelines:

**Girls:** Dress length may reflect changes in fashion but **MUST NOT** violate modesty. Any article of clothing that shows bare skin or underclothing above mid-thigh may not be worn to school. Crop tops, tank tops, halter tops, midriffs, and spaghetti straps are not allowed. Short shorts and cut-offs are not allowed. Undergarments are not to be visible at any time.

**Boys:** Any article of clothing that shows bare skin or underclothing above mid-thigh may not be worn to school. Muscle shirts, cut-offs, and short shorts are not allowed. Undergarments are not to be visible at any time.

Clothing designed to attract attention and create a classroom disturbance will not be allowed. Shoes with wheels are not allowed. No gang related apparel is allowed (see Anti-"Gang/Secret Society Policy). Shirts, t-shirts, caps, patches, belt buckles, etc. that have slogans representing drugs, alcohol, tobacco, or sexually suggestive messages (sexual harassment) are not permitted. Hats, caps, bandannas, etc. are not to be worn while inside the buildings. The dress code prohibits any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group that advocates drug use or exhibits behaviors that interfere with the normal and orderly operation of school.

Body piercing, face painting, facial hair, dyed hair, tattoos, etc. shall not present a safety risk or create a disturbance of the educational process. If, upon the administrator's judgment, the appearance is detrimental to the school's learning environment, an adjustment, covering, or removal can be requested.

The principal will determine the interpretation of these guidelines. Should students or parents have questions concerning the dress code, they should contact the principal's office.

## **ACADEMIC STANDARDS--MSHSAA AND NON-MSHSAA ACTIVITIES**

A student must be enrolled and attending Monett High School before he/she becomes eligible to participate in any extracurricular activity. Any student who participates in activities must have passed 3.0 units of credit the preceding semester and must be doing satisfactory work in the courses in which they are presently enrolled and must be making progress toward graduation. Participants' grades will be checked at each reporting period (three week updates, mid-semester, and semester). A participant with a failing grade in any class at a reporting period will be placed on probation. If at the next reporting period the participant has an "F" in any class, he/she will be ineligible to compete and/or perform in any MSHSAA event or compete, travel with and/or perform in any non-MSHSAA event for two weeks following the release of grades. Participant must provide verification of passing grades in all classes to regain eligibility.

## **SCHOOL SPIRIT**

School Spirit is shown by the manner in which we cooperate when we are working or playing together in athletics, extracurricular activities, the classroom, and support of all school functions.

Booing is NOT a part of the cheering system at Monett High School. Monett students DO NOT "BOO." School pep is part of our school spirit as shown at athletic contests. Discourtesy to officials or the opposition is not in line with the standard of sportsmanship that has been set by the Monett students in the past.

Total attitude toward school is developed in the classroom through teacher direction. There the student develops self-discipline, an attitude toward learning, and respect for other people. The student who wants to learn exemplifies excellent school spirit in all ways and will become a contributing factor in the school's success.

## **SPORTSMANSHIP**

The Big 8 Conference has adopted the following Sportsman's Creed:

### **THE SPECTATOR:**

- never boos a player or official.
- applauds a good play, no matter who makes it.
- knows the school gets the blame or the praise for their conduct.
- recognizes the need for more sportsmen and fewer "sports."

### **THE PLAYER:**

- lives clean, plays hard and for the love of the game.
- wins without boasting, loses without excuses, and never quits.
- respects officials and accepts their decisions without question.
- never forgets that each one represents the school.

### **THE COACH:**

- inspires in the players a love for the game and the desire to win.
- teaches them that it is better to lose fairly than to win unfairly.
- leads players and spectators to respect officials by setting a good example. is the sort of person the players are expected to become.

## **MONETT HIGH SCHOOL SPORTSMANSHIP GUIDELINES**

Students at MHS have long been active supporters of the Cubs at athletic events. Our fans are expected to exhibit positive support of the Cubs and refrain from negative behavior. Below are specific guidelines that outline expected behavior at MHS contests, both at home and on the road. These guidelines are consistent with Big 8 Conference and MSHSAA policies.

1. Students may continuously stand in designated areas (provided that the host school allows it at away events).
2. The floor of the student section is to be left empty.
3. Students are to be loud in support of the Cubs, but refrain from negative comments and/or chants directed at the opposition.
4. Students are to respect the decisions of game officials and not question their judgment verbally or by gesture.
5. Signs and/or banners are allowed at non-district contests as long as they are in support of the Cubs and contain no reference to another school or their mascot. Any sign or banner must be approved by the administrator on duty before being displayed.
6. Artificial noise-makers are not allowed.
7. Students may dress for school spirit, but may not by manner of their dress display inappropriate messages or themes. Shirts, pants, and shoes must be worn at all times.

This list is not intended to be all-inclusive. Administrators on duty at each game may, at their discretion, ask students to modify their behavior if it violates the intent of these guidelines. Failure to abide by these sportsmanship guidelines could result in removal from the facility, suspension from attendance at future events, and school consequences up to and including out-of-school suspension.

## **CLUBS AND ORGANIZATIONS**

**MHS offers a variety of clubs and organizations. For a complete list of opportunities, visit the high school portion of the district website.**

## **ATHLETICS**

Athletic programs are provided at MHS to reinforce character, citizenship, and other qualities necessary to become productive members of society. It is our hope that many students will take part in our athletic program. Physical examinations are required for all participants. MHS participates in interscholastic football, cross country, basketball, track and field, wrestling, baseball, golf, tennis, volleyball, soccer, swimming, and softball.

## **STUDENT RESPONSIBILITY CODE**

### **BEHAVIOR AND DISCIPLINE**

School personnel are charged by the Board of Education with the responsibility of maintaining proper discipline. Discipline administered should be appropriate to the violation, administered without malice, and should take into account the maturity level of the student.

Any student who is suspended is not allowed on any school property at any time of the day or night until the suspension is entirely over.

Students are subject to disciplinary action up to and including expulsion for serious acts of misconduct away from school and school activities and outside of normal school times, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the misconduct had occurred at school.

The following steps shall be utilized in most instances; however, the principal may bypass any step if the seriousness of the situation warrants. These guidelines make no attempt to list all possible problem areas or to mention every possible disciplinary action. It is an attempt to address the majority of circumstances that might occur. Complete Board Policy is available for review in the office of each district administrator and on the district website.

As a result of Federal Statute 18 U.S.C. 921, Missouri Statute 571.010, .030 RSMo. and Monett R-I School Board Policy JFCJ, any student who brings or possesses a firearm on school property may be suspended from school for at least one (1) calendar year (365 days).

### **CLASS I OFFENSES**

1. Threatening or doing bodily harm to school personnel.\*
2. Possession, use, sale, or distribution of alcoholic beverages or under the influence of alcohol in school or at school-sponsored events.
3. Possession, use, sale, or distribution of paraphernalia, narcotics, controlled substances, unauthorized inhalants, prescription medication, over-the-counter medication, or under the influence of any of these without proper medical authorization while at school or school-sponsored events.\*
4. Possession, use, sale, or distribution of substances representing drugs or mind-altering chemicals.
5. Possession, use, sale, or distribution of explosives or fireworks on school property or at school-sponsored events (e.g., fireworks, explosives, bullets, look-alike guns, etc.).
6. Possession of or use of weapons (other than firearms) in a threatening manner.
7. Behavior, which results in an emergency alert (i.e., 911 phone calls, bomb threats, etc.).
8. Solicitation of any above items or illegal items.\*\*

### **CLASS I CONSEQUENCES**

1st Offense: Suspension from school; Minimum of ten (10) school days except for

Class I item #3. \*Minimum 45-day suspension from school.

2nd Offense: Suspension from school; Minimum of ninety (90) days

3rd Offense and Subsequent Offenses: Recommendation for expulsion from school.

\*\* Solicitation will be a minimum suspension from school of five (5) days.

Students who are suspended out of school for less than ten (10) days are expected to complete the work that is assigned to them. The deadline for the work completed for credit will be the same as a student who is absent from school. Failure to complete work during that time period will result in a zero.

## **CLASS II OFFENSES**

1. Doing bodily harm to other students (i.e. fighting or assault). \* Removal or intervention by police may be requested
2. Profane remarks or blatant disrespect directed toward school personnel.

## **CLASS II CONSEQUENCES**

- 1st Offense: Suspension from school; Minimum of five (5) school days. Police report may be filed.
- 2nd Offense: Suspension from school; Minimum of ten (10) school days. Police report may be filed.
- 3rd Offense: Suspension from school of ten (10) school days and referral to Superintendent.

Students who are suspended out of school for less than ten (10) days are expected to complete the work that is assigned to them. The deadline for the work completed for credit will be the same as a student who is absent from school. Failure to complete work during that time period will result in a zero.

## **CLASS III OFFENSES**

1. Possession, use, or distribution of tobacco, electronic cigarettes, or other nicotine-delivery products in any form in the school building or school grounds and during school-sponsored events\*
2. Possession of or use of flammable ignition devices (including lighters).\*
3. Possession or use of weapons other than firearms.
4. Actions of affection that are unwanted or unsolicited; inappropriate sexual behavior.
5. Bullying/cyberbullying as defined in school board policy JFCF.
6. Threatening or intimidating any person for the purpose of obtaining money or anything of value; extortion.
7. Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

## **CLASS III CONSEQUENCES**

- 1st Offense: Suspension from school; Minimum of three (3) school days except for Class III items #1 & #2.
- \* Possession equals minimum of two (2) days in school suspension.
- 2nd Offense: Suspension from school; Minimum of three (3) school days
- 3rd Offense: Suspension from school; Minimum of five (5) school days
- 4th Offense: Suspension from school; Minimum of ten (10) school days
- 5th and Subsequent Offenses: Referral to Superintendent

Students who are suspended out of school for less than ten (10) days are expected to complete the work that is assigned to them. The deadline for the work completed for credit will be the same as a student who is absent from school. Failure to complete work during that time period will result in a zero.

## **CLASS IV OFFENSES**

1. Being absent from school or assigned area without permission of parent or school personnel.
2. Leaving school grounds without permission of school personnel.
3. Leaving assigned classroom without permission of teacher in charge.
4. Disturbance of class, cafeteria, or school function.
5. Defiance of school personnel.
6. Damage to or the misuse of school or personal property; vandalism\*\*
7. Theft, attempted theft, or knowing possession of school or personal property \*\*
8. Sent out of class for not being prepared to take part in assigned lesson.
9. Dishonesty (including plagiarism or cheating; falsification of school information).
10. Failure to report to the principal's office as directed.
11. Profane and/or threatening remarks directed toward fellow students; harassment.
12. Petting, kissing, or inappropriate touching.
13. Violation of dress code.
14. Parking violations and/or driving violations.
15. Physical and/or verbal confrontation not resulting in physical injury.
16. Inappropriate language (verbal, nonverbal, written, or graphic) or behavior.
17. Failure to serve assigned detention time.
18. Violation of Electronic Communication Device Policy (such as cell phones and MP3 players)
19. Violation of Acceptable Use Policy (including, but not limited to, laptop and desktop computers, iPads, iPods, and eReaders).
20. Sexting or possession of sexually explicit, vulgar or violent material.
21. 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;
22. Failure to follow attendance procedures.

## **CLASS IV CONSEQUENCES**

\*\* Students may be required to pay or make restitution for damaged or stolen property.

1st and Subsequent Offenses: The principal or his/her designee will assign consequences as deemed appropriate. Consequences may include conference with student and/or parent, detention, in-school suspension, or out-of-school suspension.

Students who are suspended out of school for less than ten (10) days are expected to complete the work that is assigned to them. The deadline for the work completed for credit will be the same as a student who is absent from school. Failure to complete work during that time period will result in a zero.

The principal or his/her designee may use consequences other than those listed as may be deemed appropriate. These consequences may include, but not be limited to, restricted activity, additional duties, physical activity, additional academic work, as approved in the student handbook, student activity handbook, and in Board Policy.

Logical consequences are used as much as possible, and teachers are required to attempt to resolve an issue in the classroom and with the parent before sending a student to the office.

The procedures of the Monett R-1 school district described above are in accordance with the school board policies. These policies are available on the district website and in the main office:

- STUDENT DISCIPLINE (JG/JGR)
- CORPORAL PUNISHMENT (JGA)
- SECLUSION, ISOLATION, AND RESTRAINT (JGGA)
- DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS (JGB)
- STUDENT SUSPENSION AND EXPULSION (JGD)
- DISCIPLINE OF STUDENTS WITH A DISABILITY (JGE)
- DISCIPLINE REPORTING AND RECORDS (JGF)
- WEAPONS IN SCHOOL (JFCJ)
- STUDENT ALCOHOL/DRUG ABUSE (JFCH)
- STUDENT CONDUCT ON SCHOOL TRANSPORTATION (JFCC)
- HAZING AND BULLYING (JFCF)

## **BULLYING/CYBERBULLYING**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

## **ANTI-GANG/SECRET SOCIETY POLICY**

The Monett R-1 School District Board of Education, administration, faculty, and staff have the responsibility to maintain a safe and disruption-free school environment. In an effort to provide each student the opportunity to meet his or her potential and maintain an environment conducive to learning, the Monett R-1 School District hereby prohibits gangs and/or secret societies (see Board Policy JFCE/JFCEA) at any and all school campuses within the district.

“Gangs,” as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the school district’s rules and regulations. These activities include any type of organization or society that fosters undemocratic practices and seeks to perpetuate itself by taking in additional members from the pupils enrolled in the Monett R-1 School District. Gang and gang-related activities are not acceptable in the school setting. The Board of Education is aware that the presence of gangs interferes materially and substantially with the educational process and with the requirement of appropriate discipline in the school. Gangs foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of our students; therefore, students are prohibited from participating in any activity related to gangs while at school, while traveling to or from school, or while attending school-sponsored events.

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

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or insurance, or the payment of dues;
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person;
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item associated with membership in or affiliation with a gang. When there is a question as to whether or not possessions or clothes are gang-related, determination will be made by the Monett administration;
6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang;
7. Engaging in any activity intended to promote or further the interests of any gang or any gang activity including, but not limited to, distributing literature, drawing, or displaying unauthorized symbols on any surface, teaching others to “represent,” or acting like a member of a gang;
8. Engaging in any activity defined as “hazing” (see Board Policy JFCF) by the Monett R-1 School District Board of Education;
9. Any act or activity which violates any law or any policy of the Monett R-1 School District when such act or activity is taken to further the interests of a gang.



## SCHOOL DISTRICT RESPONSIBILITY

It shall be the duty of the Monett R-1 School District to assign consequences, suspend, or expel from the school district any pupil who participates in the prohibited activities detailed in this policy or other activities that, in the view of the administration, violate the intent of this policy.

## TRANSPORTATION

All bus assignments and bus stop information can be obtained by calling the transportation director, James Lawrence, at 235-3251.

Students residing in town should be at bus stops several minutes prior to departure times. The school does not provide supervision at bus pickup points and children are expected to follow school rules while waiting at and walking to and from the bus stop. Students can and may be disciplined for inappropriate behavior at a bus stop.

The bus driver is in charge of students and the bus. Students must obey the driver promptly and cheerfully. Classroom conduct is to be observed by students while riding the bus. Students must not try to get on or off the bus or move about within the bus while it is in motion. Busses will load immediately after school each day. Please be prompt in reporting to your bus, especially to those that leave immediately after school.

**Please remember: Bus transportation is a privilege, not a right.**

## BUS DISCIPLINE PROCEDURES

"Don't Lose Your Riding Privilege!" Follow these rules:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Eating/drinking is not allowed.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Smoking is not allowed.
7. Destructive behavior is not allowed.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

## BUS DISCIPLINARY CONSEQUENCES

First Offense: Conference with Student and/or removal of bus privileges.

Subsequent Offenses: Conference with Student and removal of bus privileges.

Behaviors that violate the student handbook may result in additional disciplinary consequences.

## **INTERROGATIONS AND SEARCHES**

The right to inspect student school lockers or articles carried upon his/her person is inherent in the authority granted school board members and administrators and must be exercised so as to assure parents that the school, in exercising its *in loco parentis* relationship with their children, will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials whose primary purpose is to provide the best and safest teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote safety and security of persons and their property within the area of educational responsibility.

Students suspected of being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if such action is deemed necessary by the principal. (Board Policy JFG)

## **ATTENDANCE POLICY**

1. In order for a student to earn a class grade, the student must not only satisfy academic and related requirements, but must also exhibit good attendance habits. The student cannot accumulate more than eight (8) absences per semester or sixteen (16) absences per year. A student exceeding eight (8) absences during a semester will be placed on probation. Grades will be withheld at the end of the first semester pending completion of the year. If total absences for the year do not exceed sixteen (16) days, a grade will be given. Should absenteeism for the year exceed sixteen (16) days (and not fall under the exceptions listed below), the student will not receive a grade for that year and may be retained.

2. Parents or guardians of students will be notified by a letter from the principal's office when the student approaches eight (8) absences during any semester.

3. The following exceptions can be considered if the parent notifies the office and a meeting is held to consider the reason. These reasons would not be counted as accumulated absences resulting in retention or withholding of a grade.

- a. Hospitalization-unusual or extended illness-verified with a doctor's statement. Verification of such an absence should be made through the principal's office upon return to school from the absence. If verification is not done, absences will be counted as mentioned in item #1.
- b. Doctor or dental appointments-verified with proper appointment card or note from doctor. Upon return to school from an absence, the absence will be counted as mentioned in item #1 if verification is not done.
- c. Death in immediate family
- d. Extenuating circumstances – a student requiring additional absences may have his/ her parents appeal to the principal for an extension due to extenuating circumstances. These circumstances include, but are not limited to the following:
  - 1) Serious family emergencies
  - 2) Student contracting a communicable disease
  - 3) Inclement weather preventing bus transportation when school is not dismissed.

## **IMMUNIZATION POLICY**

In compliance with Missouri law, students may not attend school unless they have been adequately immunized against polio, diphtheria, measles, mumps, and rubella. The school is required to have immunization dates on file, including the day, month, and year for each student. An immunization progress card must be on file with the school if he/she is in progress of receiving immunizations.

This law shall not apply to any student if the parent signs a religious exemption card or a doctor signs a medical exemption card. If a religious exemption card is signed, it is required that it be renewed every school year.

There is no longer a 15-day grace period. No student will be allowed to attend school if immunization records are not current. Students will be excluded from Monett Schools if not in compliance with the immunization law. (*Refer to Board Policy JHCB*)

## **STUDENT MEDICATION POLICY**

Medication should be given at home if at all possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

### PRESCRIPTION MEDICATIONS

When a pupil is to receive medication during school hours, the parent or guardian must provide the medication in the original prescription bottle plainly marked with the pupil's name, physician's name, date, name of medication, dosage, and time of administration.

We must have written permission from the parent or guardian to give the medication. The permission note must include the pupil's name, physician's name, date, name of medication, dosage, time of administration, and parent's signature.

A "Request for Giving Medicine at School" form may be obtained and signed by the parent at school. This form requires the same information requested above.

### NON-PRESCRIPTION MEDICATIONS:

School personnel do not provide any non-prescription medications at any time.

Over-the-counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from a parent or guardian. This request must include date, dosage, and time medication is to be given. All medicines must be properly identified and in the manufacturer's original packaging and original box for manufacturer's original directions and dosage.

If it is necessary for a child to take a daily non-prescription medication, such as aspirin for rheumatoid arthritis, a request from the parent or guardian and also a request from the physician must be provided. The request from both should include the pupil's name, physician's name, date, name of medication, dosage, time of administration, and signature of parent or physician.

Students, under a physician's care and requiring medication, are required to bring the amount only for that day and leave it at the office for distribution. Students are not to carry any medication with them unless a physician's order states so. Administration of medicines will be the responsibility of the school only if the school's Student Medication Policy is followed. (*Refer to Board Policy JHCD, JHCF*).

**MONETT R-1  
DISTRICT POLICIES**

**AND**

**FEDERAL PROGRAM  
REQUIREMENTS**

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## **PUBLIC CONCERNS AND COMPLAINT POLICY (Board Policy KL)**

The Monett R-I School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

### **Federal Programs**

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

### *Notice*

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

### *Process for Resolving a Concern or Complaint*

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

## MONETT R-1 SCHOOLS

### Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the ("School") receives a request for access.  
Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.



4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

MONETT R-1 SCHOOL DISTRICT  
Family Educational Rights and Privacy Act (FERPA)  
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Monett R-1 School District (Monett Schools) with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Monett R-1 School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Monett R-1 School District to include this type of information from your child’s education records in certain school publications. Examples include:

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

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

If you do not want the Monett R-1 School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by August 20, 2017. Monett R-1 School District has designated the following information as directory information:

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

Please see School Board Policy JO: “Student Records”, for more information.

## Prohibition Against Discrimination, Harassment, and Retaliation

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Monett R-I School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

The Board designates the following individual to act as the district's compliance officer:

Special Services Director  
800 East Scott, Monett, MO 65708  
Phone: 417-235-4246

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

Assistant Superintendent  
900 East Scott, Monett, MO 65708  
Phone: 417-235-7422

## MONETT R-1 SCHOOL DISTRICT

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

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

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

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

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

1. Any other protected information survey, regardless of funding;
- 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and**

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Monett R-1 School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Monett R-1 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

## MONETT R-1 SCHOOL DISTRICT

### 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, highly mobile children, such as migrant and homeless children, 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 Monett R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.**

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

The Monett R-I 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 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 requirements of the Family Educational Rights and Privacy Act (FERPA).

The Monett R-I 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 Special Services Office at 800 Scott, Monett, MO, Monday through Friday between the hours of 8:00AM and 4:00PM.

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

Monett R-1 Special Services Director: 235-4246.

This notice will be provided in native languages as appropriate.

## **FEDERAL PROGRAM REQUIREMENTS**

### **NO CHILD LEFT BEHIND ACT**

**Complaint Procedure:** This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB) and is being communicated to all families within the Monett R-1 School District attendance area.

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. Board Policy KL outlines the grievance procedure that will be followed by the Monett R-1 School District for handling any NCLB complaints.

### **Parents/Guardians Right to Know: Notification of Teacher Qualifications**

Our district is required to inform you of certain information that you, according to No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide you, in a timely manner, the following information:

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

In addition to the information that you may request, the District will provide to you individually:

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

### **Use of Tobacco Products and Imitation Tobacco Products (Effective August 1, 2015)**

To promote the health and safety of all students and staff and to promote the cleanliness of district property, we are excited to announce that the use of all tobacco products, imitation tobacco or otherwise has been banned from all district facilities for all persons. This applies to all district grounds at all times and at any district-sponsored event or activity while off campus.