

MOUND CITY R-II HIGH SCHOOL

2023-2024

STUDENT HANDBOOK

Dear Students and Parents:

Welcome to the 2023-2024 school year. The purpose of education encompasses an array of goals. Not only does education instill basic foundations of learning, but also it is our ultimate desire that we send productive young adults into society as lifelong learners. This handbook serves as an informative guide to assist the student and parent in the rules, regulations, and schedules of Mound City High School. Please take time to review these policies adopted by our Board of Education to avoid any misunderstandings.

Policy Statement on Compliance With State And Federal Laws Prohibiting Discrimination

Mound City R-2 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment of employment in its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the Superintendent who can be reached at (660) 442-3737, or the Mound City High School Office, 708 Nebraska St., Mound City, MO 64470.

District Mission Statement

"The Mound City R-II School Board directs and employs the district staff to accept each individual student and their own unique social and emotional, physical, and mental capabilities, to develop and nurture specific knowledge and skills in that individual enhancing their present and future life!"

General Procedures/Services

Enrollment and Registration

High school students are pre-registered for classes in the spring of each school year. New students or those that missed spring registration may register the week before classes begin at the counselor's office.

Immunization Records

Missouri law requires that all students be immunized for polio, rubella, and diphtheria, or that parents sign a release form. By state law, the school cannot accept students without current immunizations.

Birth Certificate

No child may be officially enrolled in school without first presenting his/her birth certificate for examination. A photocopy of the birth certificate or birth certificate number will be kept in the student's permanent file. If you do not have a birth certificate and your child was born in Missouri, you may secure one by writing to the Holt County Health Department of Oregon, Missouri.

Change of Address

Parents or students need to inform the principal's office of any change in address or telephone number.

Transferring or Leaving the School District

A student who plans to transfer or drop school must notify the principal's office. All charges the student may have incurred must be paid. All books and materials checked out to the students must be returned before leaving the school district.

A student who wishes to return to school after dropping out must wait until the beginning of a new semester to do so.

Visitors

All visitors must report to the principal's office upon their arrival at school. Visitors are not allowed to attend or visit classes unless the principal has given permission. If you wish to have a conference with a teacher, please make an appointment during the teacher's conference period or before and after school. This will eliminate disruption of the instructional process.

Closed Campus

We operate a closed campus policy--students must stay on the school grounds from the time they arrive, until dismissal, or until they are picked up by their parents or go home on the bus. No student will be allowed to enter the school until 7:30 a.m. and must make arrangements to leave by 3:20 p.m. Students participating in after school activities (clubs, practices, sports events) are not allowed to remain in the building without adult supervision. **Note: Students are permitted to leave school during the lunch period, as long as they are a student in good standing with no F's or discipline referrals. Students leaving for lunch must walk and may only go to a close relative's home or restaurant.**

Breakfast and Lunch Programs

Breakfast and lunch are served each school day. Breakfast is served from 7:35 until 7:57 to those students that wish to participate. The cost of breakfast is \$1.50 and lunch is \$2.55. Students in grades 9-12 will only be allowed to charge one time. After that, if not paid, student will be served a designated meal alternative in place of the regular lunch.

Food Service Program Meal Charges Information may be found in Appendix A at the back of the handbook

Signing In and Out

High school students may not leave school without signing out at the high school office. Students must have written permission from the parent or guardian before the student may leave the school campus. A written permission slip must be signed by the parent and dated. All notes to leave school shall be presented to the principal's secretary prior to 1st period. Students signing out are not authorized to sign their own notes. In an emergency situation, a phone call from the parent or guardian, to the principal, or the principal's secretary may suffice for a note--if the principal or above named person knows the parent and can ascertain the identity of the person calling. The final decision to release a student during the school day rests with the principal. Students leaving campus without the principal's permission and properly signing out will be subject to disciplinary action. Students returning to school must obtain an admit slip from the high school office prior to

the first bell in the morning. Each teacher must sign the admit slip. It is the student's responsibility to return the admit slip to the office after each teacher has signed it.

Note to Parents/Guardians: If you need to take your child out of school during the school day you must report to the principal's office first. The office will assist you in getting the child released from their class. (This is for the safety and protection of children in school.) Note: A list of adults authorized to pick up student(s) will be kept in the office so parents and guardians that wish for other adults to pick up their children may be assured their children will not be released to anyone without their approval.

Lockers

THE SCHOOL MAY AT ANY TIME SEARCH A LOCKER OF A STUDENT IF THERE IS REASONABLE CAUSE THAT A RULE OR POLICY OF THE SCHOOL IS BEING VIOLATED. A copy of all locker combinations and keys must be kept in the Principal's secretary's office.

Backpacks

Backpacks are meant to carry books and other items to and from school and are not allowed in the classroom. Bags must be able to fit in the locker and remain there during the school day. If they cannot fit in the locker they need to be hung on the hooks provided.

Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right however, is balanced by the school's responsibility to protect the health, safety and welfare of all of its students. School employees may conduct searches when they have reason to suspect that the health and safety or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is probable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons and drugs) or other possessions reasonably determined to be a threat to the safety, security of others or might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items that may interfere with school purposes.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety or welfare of students who might be in jeopardy.

Care of School Property

School property is public property and is owned by everyone. Each student is responsible for all books and equipment issued to her/him. If a book or equipment issued to the student is misplaced or damaged, the student will be required to pay for the item on a pro-rated basis, based on the age of the book or piece of equipment. Each student has a responsibility to help keep the school clean and neat. Destruction or defacing school property is a violation and the student is subject to the consequences as outlined in the discipline code.

Students Eating and Drinking in Building, Including Library and Computer Labs

Food and drink items should not be visible inside the school buildings. Students will be allowed to eat and drink only in the cafeteria before school and during the lunch period. On special occasions, the Principal may approve the individual classrooms to have food and drink. This privilege may be revoked by administration at any time.

Use of Telephone

Only in cases of an emergency will students be called to the telephone during class. The school telephone is for school business; therefore, requests for its use should be made only when absolutely necessary. The school telephone is not for personal calls except in the case of an emergency. Students should not be allowed to make calls from the individual classrooms; this is to be done in the principal's office only. Students may use cell phones in the office for emergencies

Use of Student Cell Phone

Effective August 2020, Student Cell Phones will no longer be allowed during the school day.

Students will leave their cell phones in their locker or the High School Office, whichever they feel more comfortable with. The purpose of this change is to remove distractions so students can focus on acquiring foundational learning skills they need, including reading, writing and math, and to develop strong critical thinking skills.

Violations of the cell phone policy will be dealt with in the following manner:

1st offense: Phone confiscated and kept in the High School Office until the end of the day

2nd offense: Phone confiscated and kept in the HS Office, Parent called to come pick up the cell phone

3rd and Additional Offenses: Further Consequences deemed by school administration

Student Dress Code

Students– dress should reflect maturity in taste on the part of the student. Clothing which distracts from the educational process will not be tolerated. In order to promote a professional atmosphere, students will adhere to the following guidelines:

- No excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted.
- No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted and/or has a double meaning is prohibited.
- No clothing or personal grooming that disrupts, or can be forecasted to disrupt the educational environment is permitted.
- No bare midriffs, short shorts, short skirts, narrow tank tops, spaghetti straps, razor backs or strapless shirts will be allowed, within the bounds of good taste, modesty and appropriateness.
- Shorts or sleeves that are cut off need to be sewn.
- Clothing should be neat and clean, Shorts and jeans may not have rips or holes in them that go above a student's mid-thigh when arms are hanging at the side. Tears and rips should be from mid-thigh level down.
- Clothing meant to be worn as underwear should not be seen or worn as outerwear.
- No hats, bandanas (other than around the neck), and related items are not to be worn in the school building.
- No clothing that makes reference to alcohol, drugs, swearing, minorities or ethnic groups will be allowed and/or has a double meaning is prohibited
- Clothing deemed too tight, such as biker shorts, yoga pants, tight spandex shirts, shorts, and pants.
- *If tight pants are worn, a shirt long enough to cover the buttock must be worn. Field Trip Attire – Blue Jeans are not permitted. Shirt with a collar or Mound City Panthers T-shirt are acceptable. Other dress code rules as stated above must be followed.
(No Field Trip attire= No Field Trip)

School officials retain the right to take whatever action is necessary when a child is dressed in a manner that is deemed disruptive to the educational process. Dress code is in effect for all activities home and away.

Parent Conferences

Parent conferences may be scheduled for various reasons. Parents that want a conference with a teacher or administrator need to call the school and set up a conference time that is convenient for both the parents and the school personnel.

Weighted Classes

Weighted classes have been set up for the computation of honor roll and class rank. Weighted classes will count one additional point higher on the grade scale with no grade below a C- being weighted. Example: "B": 3.0 would equate to an "A": 4.0, "B-": 2.66 would equate to "A-": 3.66, etc. The following classes have been approved:

Dual Credit Business Technology, Dual Credit Biology, 1 Semester Dual Credit Modern American History, 1 Semester of Dual Credit English 1 and 2, 1 Semester of Dual Credit Sociology, 1 Semester of Dual Credit Oral Communication, Spanish 1 & 2, 1 semester of Intro to Music, 1 semester of College Algebra, 1 semester of Calculus, 1 semester of Contemporary Problem Solving, 1 semester of Psychology, 1 semester of Healthcare Ethics, 1 semester of Medical Terminology, 2 semesters of Earth Science.

The following Dual Credit classes will have grades for the semester only (quarter grades will not be reported on the report card). The student's grades may be viewed online at any time through the student account:

- Dual Credit Modern American History
- Dual Credit English 1&2
- Dual Credit Sociology
- Dual Credit Oral Communication
- Dual Credit Spanish 1 & 2
- Dual Credit Intro to Music
- Dual Credit College Algebra
- Dual Credit Calculus
- Dual Credit Contemporary Problem Solving
- Dual Credit Psychology
- Dual Credit Healthcare Ethics
- Dual Credit Medical Terminology
- Dual Credit Earth Science
- Dual Credit Biology

The letter grade received from the university will be what the student receives on their high school transcript.

Parents/Students are responsible for checking to see if the Dual Class transfers to the college of their choice.

There will be a fee for the Dual Credit Classes offered payable to the college providing the instruction. Information regarding this will be given to the student.

Nuisance Items

Nuisance items are things which are unnecessary and/or distracting to the educational process, and/or those items which may prove to be unsafe if used improperly. Examples of nuisance items are provided below and some items not listed may still be considered inappropriate by the principal.

Cell phones, fidget spinners, head phones, iPods, MP3's, cameras (digital or otherwise) handheld games, laser pens, water guns/balloons, water attack items, shaving cream, lighters, etc. *These are only examples of nuisance items; others not listed may be considered as such by the principal.

Nuisance items may be confiscated from the student and kept in the office. Parent/legal guardians will be contacted concerning the situation. Any item deemed unsafe, will need to be picked up by the parent/guardian within a reasonable amount of time. The principal will not store these indefinitely.

Cell phones, etc., may be used before school, at lunch, and after school. If students are caught using their cell phone at other times during the school day, refer to Cell Phone Policy on Page 4

Sexual Harassment

Sexual harassment of students of either sex by employees or other students is strictly prohibited in the Mound City R-I School District. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student

Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic, (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or

- Has the effect of substantially interfering with a student's education; or

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy also prohibits cyber bullying, which is bullying through communication technologies- email, cell phones, pagers, text messages, instant messages, defamatory personal websites, personal polling sites, or a combination of these-to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others.

Bullying Incident Report Form may be found in Appendix B at the back of the handbook

School Social Services

In addition to our school counselor, we will have access to School Social Work Services. Our school has contracted with ACES (Area Cooperative for Educational Support) in order to address the emotional, behavioral, and/or mental health needs of our students. This service will supplement existing services in our counseling department and provide additional support and resources to school staff and families. The School Social Worker may work with any student in response to common daily occurrences or crisis situations that may arise. Social workers may work individually or in group with written parent consent. Please contact your school administrator and/or counselor if you have any questions about this service.

Academic Studies /Progress / Procedures

Classification of Students

9th Grade: Must have completed and successfully passed at least three of the following eighth grade subjects:

1. English
2. Social Studies
3. Science
4. Math

10th Grade: Must have completed at least 7 units of ninth grade work.

11th Grade: Must have completed at least 13 units of ninth and tenth grade work

12th Grade: Must have completed at least 18 units of credit to be a member of the senior class

Graduation Requirements

LanguageArts 4 units
Social Studies 3 units
Mathematics 3 units
Science 3 units*
Fine Arts 1 unit
Practical Arts 1 unit
Physical Education 1unit
Health 1/2 unit
Electives 9 units
Personal Finance 1/2
units Total 26 units

*The district may waive one unit of academic credit in Science, for students who successfully complete an eligible three-unit career/technical program (Ag Science 1, Ag Science 2, Plant/Animal Science). Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Students must take the end-of-course exam required for any waived course. (DESE Graduation Guidance)

End of Course Exams (EOC)

The following EOC Tests are required before the students' graduation date: Algebra 1, Biology, Government, Language Arts 2.

Suggested courses for college bound students

Includes the Mound City graduation requirements plus an additional math credit, have a 3.0 gpa or higher and maintain a 95% attendance rate.

The District will accept courses offered through Missouri Course Access and Virtual School Program (MOCAP) as units of credit meeting state and local graduation requirements, provided that the quantity and quality of completed student work meets standards applicable to the District's traditional program.

Students transferring with unaccredited status to the Mound City School will be required to be in attendance at Mound City School a minimum of six consecutive semesters of high school in order to be considered for valedictorian/salutatorian awards or top ten percent of class honors.

Anyone working towards the college preparation certificate must also score a minimum of a 21 on the ACT. Those planning on attending the University of Missouri will need a 24 ACT score.

Schedule Changes

A student needing to change his/her schedule must do so during the first three days of each semester. First, the student is to check with the guidance counselor to see if the schedule

change will affect their credits for graduation requirements and/or their status for participation in school activities.

Grading Scale:

| | | |
|--------------|--------------|-------------------|
| A = 100%-96% | C+ = 79%-77% | D- = 63%-60% |
| A- = 95%-90% | C = 76%-74% | F = 59% and lower |
| B+ = 87%-89% | C- = 73%-70% | |
| B = 86%-84% | D+ = 69%-67% | |
| B- = 83%-80% | D = 66%-64% | |

Homework Policy

If homework is not turned in at the required class time, zero credit will be given. In addition, the student will attend intervention lunch until the assignment is completed. If a student is absent from class for any reason, it is his/her responsibility to ask the teacher for any and all missing assignments. The student will be allowed one day per day absent to make up homework.

Progress Reports

Student progress reports will be sent home with students every mid-term. A teacher may send a deficiency report home any time a student is performing unsatisfactorily. Mid-term grade checks will be sent home on the following dates: September 15, November 17 February 2, April 12.

Semester Tests

All students are required to take the semester test for each class. These tests will account for 10% of the semester grade.

Grade Cards

Grades are reported on a quarterly basis. Grade cards go out at the end of each quarter, (approximately one week after the close of each quarter, semester, and at the end of school).

Permanent Records

Permanent records of each student shall be maintained by the counselor's office. The permanent records shall be available only to authorized personnel. (Parents and students over 18 years of age are among those that have access to the records according to Missouri State Law.)

Student Attendance Policy

All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program. The Board Policy is as follows:

These eight (8) days per semester are to take care of absences resulting from personal illness, professional appointments, personal or family problems, and other unforeseen circumstances. Any absences after 8 will need to be made up, regardless of whether they are excused or unexcused.

If absences of 3 days in a row or 4 days in a quarter are related to illness, a doctor's note must be submitted. In some cases, the absences may be approved through the Principal.

A note or phone call from a parent will be required after each absence to insure that parents are aware of the time missed and to determine whether the absence is verified. Definition of verification: absence(s) where parent/guardian corresponds with the school to identify that the student was absent with permission by calling on the day of the emergency absence or sending a note when the student returns.

Definition of unverified: absence(s) where no arrangements were made for scheduled absence(s) or no notification was made on the day of the emergency absence, or no note was submitted when the student returned to school.

School sponsored activities are exempt from the total number of absences.

In case of serious accident, extended illness, or other emergency situations, an extension of the eight (8) day limit could be granted after a meeting with the principal. The results may be appealed.

One day out, one day to make up work. Two days out, two days to make up work.

The district will contact the Children's Division of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. Guidelines that constitutes a reasonable suspicion;

- 2 unexcused absences a semester
- 8 absences deemed either absent, excused, or excused verified a semester.

8 Absence limit

If a student's attendance falls below 90% they will be ineligible to participate in any extracurricular event until their attendance rises to a level that is at, or above, 90%. This includes, but is not limited to, MSHSAA athletics/activities, cheerleading, FBLA, FCCLA, FFA, field trips, Prom, Senior Trip, trap shooting, etc. This does not, however, include activities that are required for a grade in class; i.e. marching band, concert band, choir performances, etc.

Student Tardy Policy

The following discipline procedure will be in effect:

3rd Tardy - 1 School Detention (SD)

4th Tardy - 1 Saturday School (SS) or ISS.

5th Tardy - 2 Saturday Schools or 2 ISS

School Detentions (SD) will be served on arranged days, before school from 7:30 – 8:00 a.m., after school from 3:30 – 4:00 p.m. or Saturday, from 8:00 – 8:30 a.m. If SD is not served at the appointed time, extra-curricular activities will be suspended until the SD(s) are served and completed. The SD will turn into 2 SD's if it is not served at the assigned time. If the next assigned time(s) is not served, the student will be assigned an ISS.

Saturday School (SS) will be arranged once a quarter from 8:00 a.m. – 12:00 p.m.

Extracurricular Activity Policy/Attendance

Mound City High School is a member of the Missouri State High School Activities Associations (MSHSAA) and all students must meet the guideline established by this organization as well as Mound City School guidelines.

A student who wishes to practice, participate, or attend an extra-curricular activity must be in attendance the day of the activity unless excused by the school in advance. To get an absence excused in advance, the student's parent should contact the office by phone or in person prior to the absence. Students absent from school because of illness or injury are NOT eligible to participate in after school or nighttime activities. Students assigned ISS or OSS are not eligible to attend after school activities until the suspension has been served. Example: If student has ISS on Friday, they cannot attend school activities until Monday after attending a full day of school.

Academic Eligibility Grade Checks

(All Extra-Curricular→ Sports, Activities, Clubs, Organizations)

It is the student's sole responsibility to maintain proper grades in each class to hold the right to represent Mound City R-2 School District in any capacity.

Students:

- **2 week grade check (Starting Sept. 15th)**
 - **Check Thursday→ Letter sent home Friday→ Ineligible following Monday-next Thursday**
- **1 F in any class = ineligible**
 - **Tutoring required→ 1 hour after school on BOTH Wednesdays**
 - **Tutoring missed = addition 2 weeks of ineligibility**
- **1 D = Probation (attend tutoring but still eligible)**
- **May attend games but cannot miss instructional time**
 - **Early bus = does not travel with team**
- **2 weeks of ineligibility**
- **Sickness on day of Tutoring**
 - **Time will be made up before/after school**
 - **Failure will result in additional ineligibility weeks**

Graduating with Honors Requirements

| <u>Cum Laude</u> | <u>Magna Cum Laude</u> | <u>Summa Cum Laude</u> |
|--|--|--|
| 3.85 – 3.99 | 4.00 – 4.14 | 4.15 + |
| Good Standing with Class ¹ | | |
| 20 on ACT / 1040 on SAT / 250 on Accuplacer | 22 on ACT / 1110 on SAT / 260 on Accuplacer | 24 on ACT / 1180 on SAT / 270 on Accuplacer |
| 2 Extra-Curricular School Activities (per year) | 3 Extra-Curricular School Activities (per year) | 4 Extra-Curricular School Activities (per year) |
| 2 Weighted / Dual Credit Classes | 4 Weighted / Dual Credit Classes | 5 Weighted / Dual Credit Classes |
| Member of National Honor Society | Member of National Honor Society | Member of National Honor Society |
| 90% Attendance ² | 93% Attendance ² | 95% Attendance ² |

1 – Fulfills class duties (i.e. works concessions, fees paid, dues paid, etc.)

2 – In extreme circumstances, appeals can be made to HS Principal

- Graduating Class of 2024 – will continue with our current system
- Graduating Class of 2025 – Extra-curricular component takes place beginning with Junior year (first two years waved)
- Graduating Class of 2026 – Extra-curricular component takes place beginning with Sophomore year (first year waved)
- New Honors Requirements take full effect beginning with Graduating Class of 2027

Weighted Courses

Accounting

Anatomy

Calculus

Chemistry

Composition

Pre-Calc / Trig

Stats / Research

All Dual Credit courses approved by the BOE

Extra-Curricular Activities

Basketball

Art Club

FBLA

Cheerleading

Marching

FCCLA

Cross-

Band

FFA

Country

Music

Football

Contest

* FBLA, FCCLA, & FFA will use CTSO ratings of a 2 or higher as a qualifying benchmark, meaning students must be an active member (i.e. dues paid, participate in meetings & activities, contests, etc.)

Golf

Scholar

Track

Bowl

Volleyball

School Play

Assemblies and Athletic Events

The school provides assemblies and athletic events during the school year in order to involve the community and provide student enrichment. Good conduct by the student body is very important at these assemblies and events. Visitors and participants in the programs will judge our school and community by the type of behavior exhibited during the program.

Guidance Program

Guidance Curriculum: The guidance counselor will meet with students in regular class groups to present programs designed to enhance student's skill development and the application of skills needed in everyday life. Areas addressed may include career planning and exploration, educational and vocational development, and knowledge of self and others.

Individual Planning: The guidance counselor will work with students individually to assist students with educational and occupational planning, decision-making, and goal setting.

Responsive Services: The guidance counselor will work with students individually to help address the immediate concerns of students. Topics addressed may include academic concerns, school-related concerns, tardiness, absence, misbehavior, school avoidance, dropout prevention, relationship concerns, and personal concerns. Ongoing difficulties that cannot be resolved may be referred to other resources.

Consultation: The guidance counselor will provide consultation for parents concerning their children's academic, occupational, and social development. Parents wishing to discuss these matters should make an appointment.

Confidentiality: Matters that parents or students discuss with the guidance counselor will be held in the strictest confidence with the following exceptions:

If the guidance counselor learns that a student is considering suicide, running away from home, considering the possibility of causing harm to self or others, or any other serious or dangerous action, the guidance counselor will notify the parents/legal guardians of the student. Evidence of child abuse/neglect must be reported to the proper authorities.

Emergencies / Illness / Accidents / Evacuation Contagious Parasites

Inclement Weather

Dismissal of school in cases of snow or hazardous roads will be announced over local radio stations: KKJO, KNIM, KXCV, KFEQ, KMA, St Joseph television station KQ2 and through Panther Alerts. Designated snow routes may be followed when school is in session depending on road conditions. It is the parent's responsibility to see that students meet the buses at the proper locations and times. Failure to do so will result in students being counted absent from school.

AMI

If an AMI day is conducted, students are required to login to their regular scheduled class, during its regular scheduled time, through the media at which each teacher has set up (i.e. Zoom, GoToMeeting, Skype, Google Classroom, etc.) Student attendance will be collected depending upon whether or not they logged into their class.

In certain circumstances, during an AMI day, teachers may only assign homework and will not require students to login via a virtual learning platform. In this case, students will be required to turn in the assignment when scheduled to do so. Student attendance for the AMI day will be determined by whether or not they turn this assignment in on time. Any work not completed that is assigned during an AMI day will result in a 0 for that assignment.

Virtual Learning

Students that choose to attend virtual classes 100% of the time forfeit their rights to attend prom or participate in all extra-curricular activities.

Evacuation

Students will be bussed to a safe location where parents will be notified as to where to pick their child up. Each student will be released to their legal guardian and signed out.

Fire Alert

The fire alarm signal is a continuous ring of the bell. Students should be familiar with the fire drill instruction for each class. One drill will be performed each semester.

Tornado Alert

The tornado alarm signal is a series of short rings of the bell. Students should be familiar with the tornado drill instruction for each class. One drill will be performed each semester.

Accidents

Accidents, which result in injuries, are to be reported to the office immediately. Students who have minor scrapes or cuts shall report to the nurse's office for first aid treatment. In all accidents of any severity, the parent will be notified. The nurse will keep a report on all accidents.

Illness

If a student is ill, they may go to the nurse's office, and it shall be determined if the parents need to be notified so the student can go home. Students need to receive permission or a pass from their teacher before coming to the office, or the teacher needs to be notified by the nurse of students spending more than one class period in the office.

Additional Guidelines: 1. A student shall be FEVER free at least 24 hours without medication before returning to school. 2. A student should not return to school until 24 hours AFTER last time vomited. * A fever is considered to be 100.4 degrees or above

Head Checks for Contagious Parasites

In the event that an infestation of head lice/nits is found, the student will be sent home from school. The parents/guardians are responsible for getting the infestation corrected before the child returns to school. Upon return to school, school authorities will check the child before the child may return to class.

Medication

Medication should be given at home if at all possible. The parent or guardian must provide the medication in the original prescription bottle plainly marked with:

Student's Name

Physician's Name

Name of Medication

Vo-Tech

NORTHWEST TECHNICAL SCHOOL GUIDELINES

- Juniors and seniors will be allowed to attend Northwest Technical School (NTS) depending on availability of class space. A senior who has already been in the program for one year will be given priority.
- 2) Junior and seniors who attend NTS must be able to meet all of the requirements for graduation set forth by Mound City High School before they will be considered for admittance to NTS.
- 3) In the event of competition for limited seats in a particular vocational program students will be prioritized in the following manner: a) senior students who have been in the program for one year b) cumulative GPA
- 4) Students who are unable to get into their first choice of programs will be allowed to select another available program provided they have successfully completed the application process.
- 5) Students will ride the NTS bus to and from Maryville unless permission is obtained in advance from the principal or superintendent. a) Any student driving to NTS without permission:
 - First Offense: 1-5 days detention
 - Second Offense: 1-5 days In-school suspension
 - Third Offense: Removal from NW-Tech 6) All punishment for misbehavior will be handled as if the student was attending Mound City the full day.

Excellent attendance at Vo Tech is paramount, instruction is mostly hands on and the experience missed when absent is extremely difficult to make up. More than 8 absences in a semester will result in a student not being eligible to return to Vo Tech, unless approved by administration. Tuition to the Vo Tech School is paid for by the Mound City Board of Education; so good attendance is necessary to get value for the tuition dollar. If students do not have Vo-Tech classes on a particular day, they will still be expected to attend their classes at Mound City High School.

Dosage

Time of Administration

Parent should also supply note from physician allowing the nurse or office to dispense medication.

Medication will be stored in a safe, locked storage to prevent misuse or accidental ingestion.

Medication will be administered by the school nurse or other designated persons.

Over the counter medications for colds, coughs, headache etc. will not be available from the nurse. Parents may provide unopened containers of medications with dosage administration for their child.

Students are not to carry any medication(s) prescription and/or over the counter on their person, with the exception of prescribed inhalers for asthma. Students need to provide information on the inhalers to the healthcare designee.

Student Activities

MSHSAA Participation Requirements

All athletes must have completed the MSHSAA participation requirements that include a necessary examination by a physician, student information, parent's permission to participate, and student covered insurance verification. This form shall be completed, including proper signature, and turned into the coach or sponsor before the student is permitted to practice or play.

Activity Transportation

When transportation is provided for students to attend extra-curricular activities and/or school activities that are held at another school or place, the following regulations apply to those trips:

All school rules, regulations, and penalties that apply during the regular school day apply to students on trips to school extra-curricular events or on the Vo-Tech bus.

All students riding the school provided transportation (bus or van) to a school event shall ride the school bus back to school after the event is finished. Students may be released to their parents if parents and students sign the release form at the site.

Students must have written permission of the parent/guardian in order to ride the school bus on a field trip or activity unless it is a regularly scheduled game. (The permission is already granted on the permission form.)

Transportation

In order for students to be transported safely, discipline rules must be established and adhered to by everyone. Driving a school bus, that is much larger than an automobile and transporting not just one, but a large number of students, requires a certain amount of skills and great responsibility. With the cooperative effort of the parents, students, and bus driver we have a safe and efficient transportation system.

Safety is our primary concern. Students shall be expected to follow all bus rules. Please review the transportation guidelines in this handbook so you will be aware of the rules and so that a safe ride can be assured for everyone.

Student responsibility on the bus

Student shall be on time at scheduled bus stop and wait for bus in a safe manner.

Student shall wait until the bus comes to a complete stop before attempting to get on or off the bus.

Student shall go directly to his/her seat, sit down, and stay there until the bus comes to a complete stop at the assigned bus stop or school.

Carry on items (backpacks, instruments, etc) must be placed on student's lap. Glass items, skateboards, and balloons are not permitted on the bus.

Student shall obey the rules that have been established for the bus riders.

Parents responsibility for bus riders

Parent shall make sure that child/children are on time at the bus stop.

Parent shall instill in their own children, habits of punctuality and correct behavior.

Parent shall understand the importance in school bus safety and review bus rules with each child.

Bus Passes

Students shall be expected to ride to and from school on the same bus on a regular basis. Exceptions will require a note from parents. The note should contain the following information.

Student's name

Regular bus number that student rides

Destination and bus number wishing to

ride Phone number to contact person if

needed Parent signature and date

Field Trips

Students shall be expected to conduct themselves in an orderly fashion and to follow the school bus rules as they do on a daily schedule route. Students who fail to follow the safety rules will receive a misconduct notice.

School Bus Rules:

To ensure safety, the driver must be in charge at all times. Students must respond promptly to instructions given.

The use of tobacco, food, or drink on the bus is prohibited. Glass items, oversized objects, skateboards, or balloons (of any kind) are not permitted.

Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.

Keep aisles and stairwell clear at all times.

Never extend any portion of your body out windows. Never throw objects out bus window or inside the bus.

Do not attempt to get off or move about while the bus is in motion. Always remain seated until the bus stops.

If you cause damage to the bus, you or your parents must pay for the damage.

Regular schedules must be observed. The bus cannot wait for tardy passengers.

Students should be at the bus stop 5 minutes prior to scheduled pick-up time.

Wait at the proper stop and never stand in the roadway. If you cross the street or road to board, check for traffic. Cross at least 10 feet in front of the bus, never walk behind the bus.

Spraying of any kind (pump or aerosol) is not permitted on the bus.

Students will not be allowed to unload at places other than their designated stop without proper written authorization from the parent and school officials.
Drivers have the authority to assign seats.
Students are not allowed to bring animals or insects of any kind on the bus.
Students are not allowed to go to the mail box until the bus has pulled away from the bus stop.
Failure to follow these rules may result in loss of transportation.

Transportation Discipline Policy High School Student Misconduct

Excessive noise

- Excessive tardiness at bus stop
- Destruction of bus property
- Use of profane language/gestures
- Head/arms out of the bus window
- Improper boarding/improper departing
- Refusing to obey driver's instructions
- Scuffling/pushing/tripping/hitting
- Spitting/littering /spraying (aerosol/pump)
- Throwing objects out bus window/throwing objects inside bus
- Rude/discourteous and annoying conduct
- Does not stay seated/not seated properly
- Stealing
- Eating/drinking (non-alcoholic beverages) on bus
- Riding another bus unauthorized
- Nuisance items
- Any item that has sharp or exposed edges

Referrals

- 1st =Warning
- 2nd= 1 day off
- 3rd= Principal's decision

Severe Student Misconduct

Bus riding privileges may be permanently and immediately suspended.

*Possibility- Law enforcement notified

- Physical assault/fighting
- Possession of drug/alcohol/tobacco
- Gang conduct or activity
- Sexual misconduct/sexual harassment
- Weapons/knives/guns/any object used to commit unsafe act

Student Vehicle Registration

Each student must register each vehicle **EACH SCHOOL YEAR** with the principal's office. Each student must provide his/her driver's license and proof of insurance. The principal's secretary will issue parking permit to display in each registered vehicle.

Student Parking

Students may park only in the parking areas assigned by the principal. Upon arrival at school, all vehicles must be parked and all students must leave the vehicles and go to the school building. All student vehicles are subject to be searched at the discretion of the administration. No guns allowed in vehicles.

Improper Driving of an Automobile on School Property

Speeding, careless driving or improper parking on the school grounds is not permitted. Disobeying any of the student automobile rules may result in loss of driving privileges.

Purpose of Discipline Policy

Without self-discipline, the cognitive process of an individual becomes distorted and interrupted. Discipline is also an instructional tool that we use to teach students how to socially interact with peers and adults. The purpose of our policy is to ensure a safe and orderly learning environment for students.

The following guidelines are only examples and there is no possible way to cover every infraction that occurs. Therefore, the school district reserves the right to punish behavior that is subversive to order and discipline in the school even though it may not be specified in the handbook.

General Guide Lines to Disciplinary Policy

The following measures of discipline will be enforced and every effort will be made to contact parents.

The policies and procedures approved by the Mound City Board of Education will be enforced during the school day and during the hours of extra-curricular activities.

Discipline Action Summary

| INFRACTION | ¹ST OFFENSE | ²ND OFFENSE | ³RD OFFENSE |
|-------------------------|--|--|---|
| Alcohol | Admin. Discretion Contact Parent & Authorities OSS | Expulsion | |
| Arson | 11-180 OSS Notification to Superintendent Office | Expulsion Notification to Superintendent Office | |
| Assault | 1-3 days OSS & Contact Authorities | 10 days OSS | Expulsion |
| Bullying | Admin. Discretion | Admin. Discretion | Admin. Discretion |
| Bus Misconduct | Bus Suspension | Bus Suspension | Bus Suspension or permanent removal |
| Careless Driving | Loss of driving privileges for 5 days & Contact Authorities | Loss of driving privileges for 1 semester i.e. 90 days | Loss of driving privileges for remaining school year |
| Cheating | Student receives 0 for that work | Parent teacher conference | 1-5 days OSS |

| | | | |
|--|---|---|--|
| | 1 day ISS | 3 days ISS 2 Saturday Schools | |
| Classroom Disruption | School Detention | 1 day ISS | 1-5 days ISS |
| Defiance | 3 days ISS 2 Saturday Schools | 5 days ISS 2 Saturday Schools | 1-3 days OSS Admin. Discretion |
| Disrespect | 3 days ISS 2 Saturday Schools | 5 days ISS 2 Saturday Schools | 1-3 days OSS Admin. Discretion |
| Extortion | Restitution Up to 10 days OSS Contact Authorities | Expulsion | |
| Fighting | 1-3 days OSS & Contact Authorities | Up to 5 days OSS | 10 days OSS Admin. Discretion |
| Forgery | Student receives 0 for that work 1 day ISS | Parent teacher conference 3 days ISS 2 Saturday Schools | 1-5 days OSS |
| Gambling | Parent Conference Removal of gaming devices Contact Authorities | 1-3 days ISS | Up to 10 days OSS Admin. Discretion |
| Gang-Related Activity | Parent Conference Removal of gang items | Contact Authorities 1-3 days ISS | Up to 10 days OSS Admin. Discretion |
| Inappropriate Use of Matches / Lighters | 5 days OSS Notification to the Superintendent Office | Suspended for 10 days of more | Administrative Discretion |
| Interference with Educational Process | Conference Change of clothes if necessary | 1 day ISS | 1-5 days OSS |
| Obscenities – Printed Media | Conference 1 day ISS | 3 days ISS | 5 days ISS |

| | | | |
|--|--|---|--|
| Physical Attack on Staff Member | Expulsion | | |
| Possession of Controlled Substances | Admin. Discretion Contact Parent & Authorities OSS | Expulsion | |
| Possession of Stolen Property | Conference 1 day ISS | 3 days ISS 2 Saturday Schools | 1-5 days OSS Contact Authorities |
| Public Display of Affection (PDA) | 1 Detention | Parent Conference 3 days ISS 2 Saturday Schools | 1-5 days OSS |
| Removal from ISS | Any offense 1-5 days OSS | Administrator Discretion | |
| Sexual Harassment | Parent Conference 1-3 days ISS | Up to 10 days OSS | Expulsion |
| Technology Misconduct - Serious | 1 day ISS Loss of technology 1 month | 2 days OSS Loss of technology 6 months | 5 days OSS No technology in Mound City Schools for school year. |
| Theft | Restitution Up to 10 days OSS Contact Authorities | 10-30 days OSS | Expulsion |
| Threat | Admin. Discretion | Admin. Discretion Contact Authorities | Admin. Discretion Contact Authorities Expulsion |
| Tobacco/Vape | Student meeting with nurse and counselor 2 day ISS | 3 days ISS Parent conference | 3 days OSS Admin. Discretion Contact Authorities |
| Truancy | 1-3 days ISS Parent Conference | 3-5 days ISS Saturday Schools Contact Authorities | Admin. Discretion Contact Division of Family Services |
| Vandalism - Mild | Restitution 1-3 days ISS | 3-5 Days ISS days Saturday Schools | 1-5 days OSS |

| | | | |
|----------------------------|--|---------------------------|----------------------------|
| Vandalism – Serious | 3 days OSS Restitution | 5 days OSS Restitution | 10 days OSS Restitution |
| Weapons | 10 days OSS pending 1 cal.Yr.Admin. Discretion | Expulsion | |

Every situation is different, because of this the administration reserves the right to assign discipline other than that listed if he/she finds it necessary or more appropriate.

Alcohol/Possession of Controlled Substances

The use, sale, transfer, possession, or being under the influence of intoxicants, alcohol and/or physical or mind-altering chemicals (drugs) are prohibited on or in school property, at school sponsored activities or events, or in any vehicle while being used to transport students for the school district.

Assault

A person who attempts to cause or recklessly causes physical injury to another person. (See The New Safe Schools Act of 1996 for full definition.)

Bullying

Bullying may include the following behaviors and circumstances:

- Repeated remarks of a demeaning nature.

- Implied or explicit threats concerning one's physical well-being, grades, achievements, property, etc.

- Demeaning jokes, stories, or activities directed at the student. Unreasonable interference with a student's performance.

Bullying can include remarks or threats made via cyber-space on or off campus.

Bus Misconduct

Bus misconduct will be treated the same as school building misconduct with an additional option of suspending the student from riding the school bus. NOTE: Using school district transportation is a privilege.

Careless Driving

Careless driving is defined as driving on school property carelessly or without due caution so as to endanger persons or property.

Cheating

Parent/teacher conference, student receives a zero for that submitted work.

Defiance and Insubordination

Open defiance, refusal to follow instructions or insubordination. The teacher is responsible to initially resolve this type of problem within the classroom by use of intervention strategies.

Disrespect

Disrespectful language, written or spoken, or gestures to staff member, whether in school or out of school.

Extortion

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

Fighting

Fighting occurs when two or more persons voluntarily or by agreement, engage in any fight or violence toward each other.

Gambling

Gambling is possession and/or use of gaming devices, or participating in games of chance while on school properties.

Gang-Related Activity

Any suspicious activity-involving an individual that is considered "gang" activity.

ISS - In School Suspension

The student will be at school, but separated from his/her peers. The student will not eat at their regular lunch time with their peers. The student will work on assigned classroom activities. No computer use is allowed. Failure to follow ISS rules will result in OSS.

OSS - Out of School Suspension

During out of school suspension, students may not take part in school functions and are not allowed on school property, nor will the student be able to make up missed assignments.

Public Display of Affection (PDA)

Inappropriate conduct includes, but not limited to, kissing, hugging, necking, holding hands, petting, arms around each other, etc.

Saturday School (SS)

Saturday Schools will be arranged once per quarter from 8:00 a.m.-12:00 p.m.

School Detention (SD)

School Detentions will be arranged before and after school for 30-minute sessions.

Sexual Harassment

Sexual harassment of students by employees or other students is strictly prohibited. Sexual harassment is defined as unwelcome sexual advances or other verbal or physical conduct of a sexual nature.

Theft

Stealing or attempting to steal, private or school property.

Threat

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

Tobacco

The use or possession of tobacco products including smokeless tobacco, electronic cigarettes

Truancy

Students who are absent from school without the knowledge and consent of their parent/guardian and the administration, or students who leave school during any session without the consent of the Principal, or any student who is absent from one or more classes without leaving the school grounds shall be considered truant.

Vandalism

Willfully defacing or damaging any school property.

Weapons

All weapons or instruments that have the appearance of weapons are prohibited within all school environments and the school zone, except for educational purposes as authorized.

Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, R.S.Mo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In school suspension, 1-180 days out of school suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out of school suspension, possible notification of law enforcement officials and documentation in student's discipline record.

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Student Due Process Rights

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions that are outlined in the Board Policies covering complaints and grievances.

Suspension

Suspension is the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations. The student and/or parent/guardians may appeal the Principal's decision to suspend the student to the Superintendent.

Expulsion

Permanent removal of a student who consistently refuses to conform to school policies, rules and/or regulations. The student must have a re-admittance conference before returning to school. See Principal for conference procedures.

Detention

Detention is a disciplinary strategy that requires the student to spend extra time before or after school for policy/rules violations. The purpose of detention is to reinforce the importance of following the policies and displaying the appropriate behavior as a deterrent to ISS and OSS. NOTE: assigning teacher will notify parents two days before student will serve detention.

Important

Punishment for each offense mentioned may vary according to the severity of the offense. For example, third and fourth offense punishment may be applied if the misbehavior is extreme even on the first offense.

By Missouri Law, a building Principal may suspend a student from school for a period not to exceed 10 days. The Superintendent may suspend from school for a period not to exceed 90 days. The Board of Education, by Missouri law, may permanently expel a student. In cases involving students who are deemed as habitual offenders, the student and parents will be asked to appear before the Board of Education.

Behavior Not Covered

The school district reserves the right to punish behavior that is subversive to good order and discipline in the school even though such behavior may not be specified in the Student Handbook.

The policies and procedures approved by the Mound City R-II Board of Education will be enforced during the school day and during the hours of extra-curricular activities. This handbook was approved by the Mound City R-II School Board, June 21, 2023.

Mound City R-2 Schools
Computer Network User's Agreement
(Revised July 2014)

Internet access is available to the students in the Mound City R-2 School District. The purpose of internet access is to provide vast, diverse, and unique resources. The goal in providing this service to both staff and students is to promote educational excellence by increasing resource sharing, improving access to information, and developing global communications.

The internet, or world wide web, is the commonly used name for an uncontrolled, unregulated group of worldwide networked information resources. With access to computers and communication with people all over the world comes the availability of material that may be considered controversial. Mound City R-2 educators firmly believe the valuable information and interaction available on the worldwide network far outweigh the possibility that users may find material that is not consistent with the educational goals of the school district.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines and network etiquette. These guidelines are provided so that you are aware of the responsibilities you accept when signing the ***Mound City R-2 District Network User's Agreement*** and becoming a user.

Terms of Agreement

1. The use of the network is a **PRIVILEGE** which may be revoked by the administrators of the network at any time for abusive conduct. Such conduct would include, but is not limited to the following:
 - a. Altering of system software
 - b. Gaining information about explosives and other devices to harm individuals
 - c. Accessing and/or placing unlawful or inappropriate information on the computer system
 - d. Accessing and/or placing obscene, pornographic, abusive or otherwise objectionable language or images on the computer system
 - e. Knowingly damaging a computer system, either the software or hardware, could include a financial responsibility to repair the damage
 - f. Downloading files, music, games, or programs (CD music may be listened to using personal headphones at the discretion of the instructor)

2. The use of the school's network and computer resources must be in support of education and/or research and be consistent with the educational objectives of the Mound City R-2 School District. Social sites such as Bebo, Facebook, Myspace, Xanga, Twitter and others do not fall into the category of educational sites because of the social nature, questionable content, and questionable users that have access to the people registered on those sites. These sites will **not** be allowed to be accessed on school property during school hours. Non-educational use may be limited at any time by the district staff. This agreement applies to all computers and networks in the Mound City R-2 School District.
3. Transmission of any material in violation of any US, State, or local regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening, harmful, and/or pornographic or obscene material. **ANY ATTEMPT TO BREAK THESE LAWS THROUGH THE USE OF THE NETWORK MAY RESULT IN LITIGATION AGAINST THE OFFENDER BY PROPER AUTHORITIES – LOCAL, STATE, OR FEDERAL.**
4. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, an encyclopedia entry or software. Students and staff shall not:
 - a. Copy and forward
 - b. Copy and download
 - c. Copy and paste
 - d. Copy and uploadto/from the network or internet server any copyrighted material without approval by the computer network administrator, a teacher, or school administrator.
5. Any malicious or intentional attempt to alter, harm or destroy data of another user, any network program or equipment which damages or disrupts the computer system, alters normal performance, or causes the Mound City R-2 network system to malfunction will result in cancellation of all computer privileges. This includes the hacking or infiltrating of outside computing systems or networks via the Mound City R-2 network. Only authorized persons are to troubleshoot and fix computers at Mound City R-2.
6. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications (e-mail, etc.) or other computer files sent and received on the school computer network or stored in his/her directory or on disks. The school administration or other employee may, at any time, access any material to review the subject, content, and appropriateness of the electronic communications or other computer files and to edit or remove any material which the administration, at its sole discretion, believes to be objectionable. If warranted, any violation of rules will be reported to proper authorities and the user will be permanently removed from computer privileges.

7. Information service and features contained in the network are intended for the private use of its patrons, and any commercial or unauthorized use of the materials, in any form, is expressly forbidden. Product advertising, sales soliciting, web pages to advertise or sell a service, and political lobbying are prohibited.
8. The Mound City R-2 School District does not warrant that the functions of the system will meet any specific requirement users may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damage (including lost data or information) sustained or incurred in the connection with the use, operation or inability to use the network. **STUDENTS HAVE THE RESPONSIBILITY OF VERIFYING THE ACCURACY OF ANY DATA ACCESSED FROM THE INTERNET FOR RESEARCH PURPOSES, BUT PLAGERISIM IS NOT ALLOWED, AS THIS IS CONSIDERED STEALING.**
9. Internet access through the network is intended for the exclusive use of students and staff with signed agreements on file. Users are responsible for the use of their password and account and should not share their password or use anyone else's password. If you suspect someone has discovered your password, contact the network administrator, and the password will be changed. Students and staff shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
10. All students will be assigned a district email and used to share and complete assignments. Any communication and sharing performed through the district email accounts will be monitored both at the district and classroom levels. Students in elementary and middle school will not be allowed to use personal email accounts outside of their district account. High school students will be allowed to use personal email accounts outside of their district account. High school students will be allowed to use personal email accounts as determined appropriate by administration and instructor discretion.
11. Shopping via the internet is an ever growing entity. Students will not use the Mound City R-2 network system to purchase items via credit cards or other means over the internet.
12. Viruses and spyware are an ever-increasing problem with computers. Because viruses may spread through internet sites, opening e-mail attachments is not allowed. If a staff member or a student infects a school computer with a virus, he/she will be financially responsible for repairs.
13. Wireless networking is available at the Mound City R-2 School District, but it will be used by only authorized Mound City R-2 users. Students will not bring to school any device (lap top, iPad, cell phone, etc.) that uses the Mound City R-2 wireless network without the permission of the administration.
14. Punishment for any violation of the internet agreement may include: First offense --- being removed from the computer system for one (1) quarter; Second offense – being removed from the computer system for the rest of the year; and more severe infractions will be dealt with according to the discretion of the school administration.

15. The rules and regulations for computer network usage may be changed from time to time by the administration as needed. Users of the network are subject to these changes.

Mound City R-2 School District Chromebook Handbook

The policies, procedures, and information within this handbook apply to all chromebooks used at Mound City R-2 School District.

Program Description

Mound City Elementary, Middle School and High School participates in a 1:1 initiative. This initiative provides access to online resources for learning by providing a chromebook to every student in grades 1-12. This ensures that students can access needed information and materials for classroom instruction.

Technology Use

All students in grades 1-12 will be issued a school-owned chromebook. All parents/guardians and students will be required to read and abide by the rules and regulations set forth in this handbook as well as the computer user agreement policies found in the student handbook.

Chromebooks are used only for educational use at school and at home. This document will provide information for students and parents/guardians about the general rules of using technology, ownership of the devices, rights and responsibilities for possession of the device, as well as use and care of the devices.

This is a reminder that the use of any technology devices provided by the school is a privilege. Everything done on a school owned device and the school network will be monitored by school authorities. Inappropriate use of school technology will result in disciplinary action such as limited or banned access to computer use and/or legal action as stated in the Mound City R-2 School Handbook.

Ownership of the Chromebook

Mound City R-2 School District holds the right of possession of all Chromebooks. The district provides Chromebooks to students for educational purposes only for the academic year. The administration and faculty has the right to collect and/or inspect the Chromebooks at any time, including electronic remote access and to alter, add, or delete installed software or hardware.

Procedures

Chromebooks will be checked out to students during the first week of school. The Chromebook serial number will be tracked.

The student is responsible for all equipment checked out in his/her name. Therefore students are not to exchange Chromebooks at any time. At the conclusion of the school year, students will be required to check in their Chromebook. Chromebooks will be inspected by the technology director. Students are expected to check in the same serial numbered Chromebook as originally checked out unless a replacement Chromebook has been issued by the technology director.

At any time the chromebook is damaged, students must immediately tell a faculty member or the technology director.

Students will also be responsible for a Chromebook case that will be issued to them at the time of receiving a Chromebook.

Transferring/Withdrawing Students

Students who transfer out of or withdraw from Mound City R-2 School District must turn in their Chromebook and case to the principal's office on their last day of attendance. Failure to do so will result in the student and/or parent/guardian being charged the full replacement cost.

Estimated Costs(Subject to Change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement- up to \$300.00
- Screen Replacement- up to \$80.00
- Keyboard/Touchpad- up to \$60.00
- Power Cord- up to 40.00

Rights and Responsibilities

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Students' use of the school network and its Internet again is a privilege. A user who violates this policy may have his or her access to the network and Internet terminated. A user violates the policy by their actions, and/or if he or she permits another to use his or her account or password to access the Chromebook network and Internet, including any user whose access has been denied or terminated. The district may take other disciplinary actions in such circumstances.

It is the students responsibility to keep their password confidential. If the student gives their password to another student, they will be responsible to face the consequences if the other student's actions violate the computer policies.

General Use and Care of the Chromebooks

- Students are responsible to treat their Chromebooks with care and respect.
- The Chromebook should be kept clean and free of marks at all times.
- No stickers, writing, drawing, engraving, decorations or otherwise defacing the Chromebook, power cords will result in the loss of privileges.
- Students should protect the Chromebook from extreme heat or cold.
- No food or drinks are allowed near the Chromebook.
- Heavy objects should never be placed or stacked on top of the Chromebooks such as any form of book, sports equipment, musical instruments.
- Chromebooks should never be left unsupervised. Students are responsible if the device is lost or stolen. Unsupervised areas include the school grounds, the cafeteria, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a chromebook is found in an unsupervised area, please take the device to the principal's office.
- Always carry Chromebooks with care and with the screen closed.
- Chromebooks must be in a protective case when being transported outside of the classroom.
- Never lift Chromebooks by the screen.

Use of Chromebooks at School

- Students are expected to charge their Chromebooks at the end of the school day.
- Students should never swap or share their Chromebook with other students. Students are responsible for any loss or damage that occurs to the Chromebook due to swapping devices.
- If a student repeatedly leaves his/her device in a classroom other than their homeroom overnight, other disciplinary actions may be taken.

Negligence is defined as:

- Intentional damage
- Leaving Chromebook unattended
- Leaving a Chromebook unsecured
- Exposing a Chromebook to unacceptable conditions such as exposure to any liquid or moisture of any kind.
- Exposing a Chromebook to unacceptable conditions such as rain while crossing the street to go to the AG/FACS building.

Consequences for Violations of the Chromebook Policy, Internet Use and Computer Use Policy

As a result of a violation of the Chromebook Policy, one or more of the following disciplinary actions may be taken at the administration's discretion:

- Removal of the Chromebook
- Restitution
- Parent Contact
- Loss of Chromebook rights
- Restriction of Internet Privileges
- Removal of Unauthorized files and folders
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Level One Offenses: Are less serious and begin with a student and/or parent/guardian conference. Examples of Level One Offences:

- Sharing passwords
- Plagiarism
- Bypassing Security controls
- Defacing Computers
- Clearing web browser history
- Creating, accessing, downloading or distributing non-educational materials (games, music)
- Accessing chat rooms, bulletin boards, or blogs without permission from a teacher/administrator
- Failure to follow teacher directives
- Not following online etiquette

Level Two Offenses: Are more serious and begin with a required conference, the restriction of the Internet and/or Chromebook policies. Examples of Level Two Offences:

- Downloading, posting, or distributing materials that are harmful or prejudicial to others, pornographic, obscene, or sexually explicit, or profane, illegal, reference to weapons, alcohol, drugs, guns, gangs, constitutes gambling and are restricted.
- Engaging in online activity that threatens intimates, bullies, harasses, discriminates, or defames
- Intentionally destroying hardware or software
- Engaging in theft
- Engaging in any illegal activity
- Harming or destroying another user's data
- Creating or sharing a computer virus
- Disrupting the network

Please sign and return the following pages to principal's office.

Parent Verification of Student Handbook

Receipt I, _____,

the parent/guardian of _____, have read and discussed the Student Handbook with my son/daughter. I verify that I understand and accept policies, rules, and regulations set forth by the School Board.

Parent/Guardian Signature

Date

Student Signature

Date

Parent/Guardian Verification of Computer Usage Policy

Please return this page only to Principal's Office.

In signing, I agree to adhere to and abide by the computer usage policy of the Mound City R-II Public Schools and realize the penalties that have been set forth in this policy.

Student Signature: _____ Date: _____

Student Full Name (please print): _____

School/Department: _____

Home Address: _____

Phone: _____

BULLYING / INCIDENT REPORT FORM

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

Date Filed: _____ Time: _____

Name*: _____

Phone Number(s): _____

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

• You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

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

Please Circle which behavior you feel this falls under _____

| CONFLICT | RUDE | MEAN | BULLYING |
|---|--|--|---|
| Occasional | Occasional | Once or Twice | Frequent; repeated |
| Not planned; in the heat of the moment | Spontaneous; unintentional | Intentional | Planned; intentional |
| All parties are upset | Can cause hurt feelings; upset | Can hurt others deeply | The target of the bullying is upset |
| All parties want to work things out | Based in thoughtlessness, poor manners or narcissism | Based in anger; impulsive cruelty | The bully is trying to gain control over the target |
| All parties will accept responsibility | Rude person accepts responsibility | Behavior is often regretted | The bully blames the target |
| An effort is made by all parties to resolve the problem | -- | -- | The target wants to stop the bully's behavior, but the bully does not |
| Can be resolved through mediation | Building social skills could be of benefit | Needs to be addressed; should NOT be ignored | CANNOT be resolved through mediation |

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

Names of Witnesses: _____

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

*Signature of Complainant _____

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

This Section is for use of District Administration

Date Received by Administration: _____

Investigative Action taken: _____

Result of Investigation/Action taken: _____

Signature of Administration: _____

SUPPORT SERVICES

Policy 5550

Food Service Program

Meal Charges

Purpose

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

Administration

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