Montrose R-XIV School District

Student Handbook

2026-2027

For Students, Parents & Staff

Approved: August 19, 2026
Revised: October 22, 2026

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

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Faculty

Cooper, Cassidy	3rd & 4th Grade Instructor
Donnohue, Tevi	Ag Instructor/FFA
Drehle, Brad	Part Time Instructor
Drehle, Carey	Superintendent/Principal
Eckhoff, Robyn	English Instructor
Foster, Felicia	5th/6th Grade Instructor/School Health Asst.
Foster, Trey	Science Instructor
Jackson, Megan	Parent Educator
Kimsey, Paige	Art Instructor/HS History
Logemann, Heidi	Paraprofessional
McEwan, Carol	Media Center Specialist
McIntosh, Theresa	Kindergarten & 1st Grade Instructor
Page, Barbara	Math Instructor
Swaters, Nikki	Part Time Principal/Activities Director
Taylor, Lee	Speech Instructor
Vogel, Erin	Title 1/Counselor (EL/Foster Care/Homeless Coordinator)

Support Staff

Bauer, Meghan	Secretary
Connor, Tabitha	Head Cook
Evans, Tammy	Assistant Cook
Hilte, Paula	Part-Time Custodian
Klass, Gary	Maintenance/Custodian
Wagner, Amy	Administrative Assistant/Board Secretary

Board of Education

Janna Wareham, President
Kimberly Carter, Vice President
Richard Bailey, Treasurer
Angie Steward, MSBA Delegate
Karen Lasswell, Member
Charles Meredith Jr., Member
Jason Breshears, Member

MISSION STATEMENT

Equip individual learners to be productive citizens in a diverse world.

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

Disclaimer: To the extent this handbook conflicts with Board policy, the Board policy prevails.

PARENTS, TEACHERS, AND STUDENT ORGANIZATION (P.T.S.0.)

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

GENERAL INFORMATION

Student/Staff Arrival time

Staff must be in their classroom ready for students by 7:30 AM. Students will be allowed in the building NO earlier than 7:35 a.m. Breakfast will be served from 7:35 a.m. to 7:50 a.m. All classes, grades K-12, will begin at 7:50 a.m. Morning announcements will be at 7:50 a.m.

Classroom Behavior

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

Hall Passes

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

Athletic Eligibility

1. Athletes will maintain MSHSAA requirements. Students co-oping a sport must follow the host school's athletic eligibility guidelines. This is upheld in the MSHSAA requirements.
2. Athletes must be a credible school citizen in school and community.
3. A student must have earned credits in 6 subjects the preceding semester.
4. A student must have entered school within the first 11 days of the current semester.
5. A student must not have received an award other than that given by his/her school for his/her services as an athlete in the sport in which he/she is competing.
   Awards presented to students shall meet the following criteria:
   a. A student may receive the following symbolic awards: unattached school letters or emblems, medals, ribbons, trophies, certificates, etc.
   b. A student shall not have accepted or competed for the following types of awards: services, cash or gift certificates.
   c. A student may receive a merchandise award that shall not exceed $50 in manufacturer's suggested retail price.
   (Any question pertaining to eligibility that is not answered above should be brought to the attention of your Building Administrator or Activity Director.)

6. A student shall not have reached the age of 19 prior to July 1 preceding the opening of school.
7. Must not have competed under an assumed name.
8. Must not have graduated from a four-year high school or its equivalent.
9. Must not have competed at any time as a member of a junior college or a college team.
10. Must not have competed on an outside team after his high school season starts.
11. Must not commit an act that might be interpreted as unsportsman-like conduct.
12. Any student with an F will be required to attend mandatory Academic Assistance before the next grade check, the student will be eligible to participate in any extra-curricular or co-curricular activity until the next grade period check (this is a one-week grace period). If a student does not attend the mandatory Academic Assistance sessions they will be considered ineligible to participate in any extra-curricular or co-curricular activity until the next grade period check.Athletes receiving F's on any grading period check will be considered ineligible unless the grade is raised at the next grading check period, while attending all Academic Assistance sessions for the class which the student is receiving the F. Refer to Academic Standards Policy above.

13. Athletes who are absent from any period of school without prior approval from an administrator, are ineligible to participate in a practice or game the day of the absence. The day following the absence, they may participate in practice, however, they may not participate in a game/contest/meet or event.

14. Students and parents must sign the "Student Drug-Testing Consent Form" to participate in extra-curricular activities at the Montrose R-XIV School District (all Montrose students and co-op students are required to sign).

Bus Behavior

Upon entering the bus, students should find a seat and remain seated until time to get off the bus. Students should never damage or deface any part of the bus. A student should abide by the rules and cooperate with the school bus driver who has complete authority. Failure to do so will cause ineligibility for bus service. Students must realize that riding the bus is a privilege and not a right. The following regulations must be followed:

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

Bus Pick-Up/Drop-Off

All students riding the bus will be dropped off at the front of the school where they will enter through the front doors. At the end of the day, the students riding the bus will exit from the

east doors. **No student driver may leave the building at the end of the day until ALL walkers have left the parking lot.** Parents dropping-off/picking-up will do so using the front doors.

Lockers—The Following Regulations Govern the Use of Lockers:

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

Telephone Use

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

Books, Equipment, and Supplies

No charge will be made for the use of books or other materials (if a student is taking dual credit classes, they are responsible for their own books and materials) assigned by the teacher as part of the regular course of study. However, each student is responsible for the care of all school owned property. Any undue wear of any property will result in the student having to pay for the damage. Textbooks and supplementary reference books are provided for the students by the school. Textbooks are assigned on an individual basis. Students must keep the books assigned to them and may not exchange with a friend. Notebooks, paper, and other supplies necessary for use in courses are to be purchased by the student. When checking the books back into the teacher at the end of the year, the student must pay for any damage done to the books. Also, if a student loses his/her book(s), he/she must pay for the book(s) before grades will be recorded**.** We are a 1:1 District so each student will have access to a laptop. Please see the Technology Handbook for laptop guidelines and rules.

Announcements and Bulletins –

At 7:50 a.m. daily, the Pledge of Allegiance will be announced District wide over the intercom. Each day teachers will record attendance and meal counts at the beginning of the first period (by 8:15 a.m.). Junior high and high school teachers will record attendance at the beginning of each class period. This is to notify the front office of absences, which will be followed up by a staff member with a call to the parent/s or legal guardian. All activities, class meetings, etc. for the next week must be turned in the previous week. This will enable teachers to plan routines and classes in advance. All announcements, locker decorations, flyers etc., must be approved by administration before posting. Daily announcements will be made at 7:50 a.m. No activities will be placed on the schedule/calendar without approval of the building administrator.

Computer Rules

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

INTERNET USAGE

Personal Responsibility

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

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

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

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

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

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

or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work-related communication.

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

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

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

Privileges

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

Network Etiquette and Privacy

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

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

Services

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

Security

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

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

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

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to, the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

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

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

Instruction

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

Bell Schedule

Elementary Regular day:

Breakfast (K-6)	7:35 a.m. – 7:50 a.m.
Classes Begin (K-6)	7:50 a.m
Lunch (K-2)	11:00 a.m. – 11:20 a.m.
Lunch (3-6)	11:55 p.m. – 12:15 p.m.

Junior High/High School Regular day:

Breakfast	7:35 a.m. - 7:50 a.m.
1st hour	7:50 a.m. - 8:52 a.m.
2nd hour	8:55 a.m. - 9:50 a.m.
3rd hour	9:53 a.m. - 10:48 a.m.
4th (HR)	10:51 a.m. - 11:22 a.m.
5th hour	11:25 a.m. - 12:40 p.m.

JH/HS Lunch	11:28- a.m. - 11:48 a.m.
6th hour	12:43 p.m. - 1:38 p.m.
7th hour	1:41 p.m. - 2:36 p.m.
8th hour	2:39 p.m. - 3:35 p.m.

Class Schedule

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

Student Load

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

Technical School (3 units each). Classes are offered at the Clinton Technical School to students in their junior and/or senior years. Students can enroll in one of the available programs. Students may also enroll in ¼ credit of communication arts each semester as an embedded credit.

Auto Mechanics	Building Trades
Computer Networking & Repair	Health Occupations
Machine Tool	Welding
EMT	

For each YEAR that students attend CTS in the following programs (3 academic credits), Clinton High School students will receive the following credits:

Proposed Credits Earned Per Class

Automotive - 1 credit of math, 1/2 credit of science
Health Occupations - 1/2 credit of math, 1 credit of science
EMT - 1/2 credit of math, 1 credit of science
Welding - 1/2 credit of math
Machine Tool Technology - 1/2 credit of math
Building Trades - 1/2 credit of math
Dental Assisting- 1/2 credit of math, 1 credit of science

Technical School Policy

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

Online High School Courses

A student may elect to take courses on-line through an established and accredited program approved by DESE. The course must be approved and signed by a counselor and administrator. The grade the student earns on their final transcript from the online course will be the grade the student sees on his/her report card/transcript from Montrose R-XIV. The final GPA for that semester and, ultimately, the cumulative GPA will reflect the grade from the online course. If the district pays for the online class and the student does not pass the class, the student will be responsible for the cost of the class.

Dual Credit

Any student interested in taking dual credit courses may do so if they meet the requirements of the college or university of interest. There will be no maximum number of classes the student can take. It is encouraged that students seek advice from the counselor and teachers to discuss the schedule and time commitment. The student/parent will be responsible for paying all costs associated with taking the online class as well as the college/university deadlines. Scholarships and/or financial assistance may be available. Please contact the school counselor for more information.

Weighted Courses

Weighted courses at Montrose High School are offered to encourage students to take more rigorous courses, which will lead to an increase in academic achievement and increased preparation for post-secondary education. Students taking Dual Credit or Advanced Placement courses will earn one (1) additional grade point for the grade they receive in the course.

Mid-Quarter Report to Parents

Mid-quarter reports consist mainly of pupil progress in scholarship, social conduct, study and work habits, and attendance. They can be viewed on the Infinite Campus Parent Portal to report all levels of work for each student. Parents are urged to become acquainted with the faculty who work with their children. If there are any questions, teachers will be available for teacher/parent conferences.

Grading

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

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

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

The following grading scale will be used to determine grades:

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

Graduation Requirements

Transfer credits counted for completion of a High School diploma will be recognized when they are issued through an accredited program approved by DESE. To graduate from the Montrose R-XIV School District, a student must complete twenty-six (26) units of credit, be in high school attendance eight (8) semesters, and meet state testing requirements or request early graduation from the Board of Education. The administration and counselor will determine the status of a transfer student and his/her graduation requirements based on the Department of Elementary and Secondary Education's (DESE) state graduation requirements. Students who meet these requirements, or modified graduation requirements specified in their I.E.P., will receive diplomas from the school district indicating they have completed the prescribed course of study. Students may attend school until they reach their 21st birthday. At that time, they are no longer eligible for public high school.

Graduation Requirements:

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

Class Rank

Because the Montrose R-XIV Board of Education wishes to recognize and reward students who display exceptional academic ability, as well as potential for future excellence, a cumulative grade point average from grades 9-12 will be utilized to determine the student's final cumulative grade point average. Class rank will be determined by assigning grade points for

each letter grade earned and computing the average grade point for all classes completed at the Montrose campus including courses taken at the Technical School. Courses taken through alternative programs and correspondence will be computed into the students' final grade point average.

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

Student Placement

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

Honor Roll

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

Academic Assistance will be before and after school—before school Academic Assistance hours are 7:00 a.m.- 7:30 a.m., after school Academic Assistance hours are 3:35 p.m.—4:05 p.m. Academic Assistance is mandatory in grades K - 12 for any student receiving a "D" (or equivalent in kindergarten) or lower until the grade is brought up after the two-week session. Each student receiving Academic Assistance must have a signature by their respective teacher every day for the two weeks to account for their attendance.

Assemblies, Class and Club Meetings

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

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

Academic Letter

ELIGIBILITY

A. Students, grades 9-12, are eligible.

B. The student must be enrolled at Montrose High School for at least two semesters in order to be eligible to receive a letter at the end of the year.

C. Part-time students are not eligible to receive the academic letter.

D. Early graduate student's eligibility will be based on cumulative grades only.

REQUIREMENTS

A. Any student who has a 3.5 grade point average, cumulative and/or for the academic year, will receive the academic letter.

B. If the student receives a semester grade of F in any subject, he may not receive the letter even though the 3.5 grade average has been achieved.

PROCEDURE
A. The first time that a student letters, he or she will receive a Lamp of Learning pin and a bar. If the student letters more than one year, they will receive a bar for each additional year that they earn a letter.
B. Students will receive their letters at the end of the school year. If this is their first-time lettering, they will also receive their M patch.

Student Activities

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

Class Funds/Fundraising – Activities/Senior Trip

Montrose R-XIV School District provides opportunities for fund raising activities using district owned facilities and equipment designed to assist the classes in raising money for class activities and their senior class trip. Any and all monies raised while engaged in class fund raising activities become school district funds, maintained in a separate account, and will be used exclusively for activities/senior trip. Parents, parent groups, volunteers, or any other individuals may not establish, maintain, or manage separate bank accounts, checking accounts, savings accounts, online payment accounts, or other financial accounts for class fundraising or senior class trip funds. All money raised in the name of the class or the School District must be handled through School District accounts and in accordance with School District financial policies and procedures. Individual students cannot claim or use class monies for any purpose other than class activities/senior trip nor do they have any individual claim to any funds raised.

Sponsor led fundraisers will be as follows:
Freshman – Maximum of one fundraiser
Sophomores – Maximum of two fundraisers
Juniors – Maximum of three fundraisers
Seniors – Maximum of four fundraisers (an exception may be made if the class presents to the Board of Education that they are in financial need)
Clubs/Activities – must be approved by administration

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

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

Students must be eligible for graduation and be enrolled as a full-time student during their senior year in order to participate in the senior trip. Eligibility is outlined in the Senior Trip Contract. If a senior is ineligible to attend the senior trip, they will, at that time, forfeit their right to all hours worked and monies raised. The student/s must attend school during the senior trip or the absences will be considered unexcused absences. Administration must approve the dates and location of the senior trip.

Teaching about Religion

According to the laws of the State of Missouri, no sectarian doctrine shall be taught in any of the public schools. The Holy Scriptures, without note or comment, may be used as

references. Sectarian beliefs may be described and discussed in classrooms at all grade levels, but the purpose of the public schools is to encourage recognition and respect, not to instill belief.

Promotion or Retention

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

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

Student Discipline

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

The building administrator may summarily suspend any student for up to ten days for violation of the rules and regulations of the school district. A student may be suspended by the building administrator for the following, but not limited to, reasons: insubordination, irregular attendance, tardiness, truancy, habitual idleness, viciousness, or habitual failing to give proper observance to requirements of the school. Notice of suspension shall be given immediately to the parent or guardian and to the Superintendent. The building administrator may reinstate students suspended after the first offense.

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

Student Due Process Rights

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

Students of Legal Age

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

Interrogations & Searches

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

Searches by School Personnel

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

Removal of Students from School by Law Enforcement Officials

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

Student Suspension

The Board of Education believes that the right of a student to attend school in the district carries with it the responsibility of the student to attend school regularly and to comply with the

lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school. Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the right of others to an education or willful conduct which endangers the student, other students, or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education. The Board authorizes the summary suspension of pupils by the principal for a period of time not to exceed 10 days and by the Superintendent for a period not to exceed 180 school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding 10 days. A student must be suspended by the principal for insubordination, irregular attendance, tardiness, truancy, habitually failing to give proper observance to the requirements of the school. Notice of suspension shall be given immediately to the parent or guardian and to the Superintendent. After a student has served the suspension, a parent/guardian must accompany the student to school before he/she will be readmitted. Parents/guardians must call and make an appointment with the building administrator for the re-admittance conference. The building administrator may request parents/guardians attend class with the student for a class period or all day. The student and/or parents/guardians may appeal the building administrator's decisions to suspend the student to the Superintendent. Students suspended may be reinstated after the first offense by the building administrator, for the second suspension, they must be reinstated by the Superintendent; for all subsequent suspensions, they must apply to the Board of Education. A student that has been suspended cannot attend any extra-curricular activities during the time of suspension. In the case of suspension of a student, by the Superintendent, for a period of more than 10 days, the student, parents/guardians, may appeal the decision of the Superintendent to the Board. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the Superintendent, shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the student shall be immediately removed from school. Upon the filing of a request for an appeal of the Superintendent's decision to suspend a student for more than a period of 10 days, the Superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the Superintendent and other administrative officials and the reasons for such action. The Board, upon request, shall grant a hearing to the appealing party.

Student Expulsion

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

1. Expulsion action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his parents/guardians, or others

having his custodial care. Such notification will include charges and the student, parents/guardians, or others having custodial care, shall have the right to attend the hearing and to be represented by counsel.

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

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

Truancy

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

Vandalism

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

Student Assaults and Fights

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

Conduct in the Halls

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

Cell Phones/Personal Communication Devices

In accordance with Missouri Senate Bill 68, passed in May 2025, students are prohibited from displaying or using personal communication devices during the school day unless an

exception is authorized in accordance with district policy and applicable law. Personal communication devices are defined as portable devices used to initiate, receive, store, or view communications, information, images, or data electronically. Such devices may include cell phones, smartwatches, personal laptops, tablets, video game devices, and other portable media players.

Yondr Pouch Requirements

All students in grades 7–12 are assigned a personal Yondr pouch. Students who bring a cell phone to school must place their phone inside their assigned pouch and securely lock it no later than 7:50 AM, the official beginning of the school day.

Phones must remain secured in their locked Yondr pouches from 7:50 AM until 3:30 PM, including instructional periods, passing periods, lunch, and all other activities occurring during the school day, unless an exception has been authorized in accordance with district policy and applicable law.

Students may not unlock their Yondr pouches before 3:30 PM without authorization from administration or designated school personnel.

Students arriving after 7:50 AM must secure their phones before reporting to class. Students dismissed before 3:30 PM must receive authorization from the school office before unlocking their pouches.

Failure to Follow Yondr Pouch Procedures

Refusal to place a phone in the assigned Yondr pouch, failure to keep the pouch locked, concealing a phone outside the pouch, or attempting to bypass pouch procedures constitutes a violation of school expectations, regardless of whether the phone is used.

Students who fail to follow these requirements will be subject to disciplinary consequences in accordance with Regulation JG-R1, Student Discipline. School administration will determine appropriate consequences based on the nature of the violation.

Limited Exception for Dual Credit Students

Students enrolled in dual credit or college courses that require two-step or multi-factor authentication may be granted limited access to their cell phones for the sole purpose of completing the required authentication process.

Students must have a signed Dual Credit Student Cell Phone Use Agreement on file and follow the procedures established by the district. When authentication is required, students must report to the Superintendent's Office to unlock their Yondr pouch. Students may then take their phone to their dual credit classroom or designated area to complete the authentication process.

Once successfully logged in, students must immediately return their phone to their assigned pouch and lock it. Students may not use their phones for texting, calling, social media, taking pictures or videos, checking notifications, gaming, or any other personal purpose.

This exception is provided only for required dual credit authentication and does not permit general cell phone use during the school day. Misuse of this privilege may result in

disciplinary consequences and/or loss of this access procedure. If necessary, administration may establish an alternative method for completing required authentication.

Violations and Disciplinary Consequences

Violations of the district's cell phone and Yondr pouch expectations will be addressed in accordance with Regulation JG-R1, Student Discipline.

Unauthorized phone use, displaying or turning on a phone, or failing to follow established procedures may result in confiscation of the device, in-school suspension, out-of-school suspension, parent pickup, and other disciplinary consequences as outlined in district regulations.

Refusal to comply with pouch requirements, tampering with or damaging a pouch, and dishonesty regarding phone possession or use will also be subject to disciplinary action.

All students in grades 7–12 are required to follow the expectations outlined in the district's Cell Phone and Yondr Pouch Agreement.

Backpacks and Large Bags

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

Arrival

When arriving at school they will go straight to the gym. If eating breakfast, they will enter the cafeteria through the gym. When the 7:50 am bell rings, students will be dismissed to use the restroom, go to their lockers, and go to class.

Food and Drinks

Breakfast and lunch will be eaten in the cafeteria. Snacks are only allowed in the classroom if approved by the teacher. Students may only bring in water in clear water bottles. No other drinks are allowed.

DISCIPLINE, SUSPENSION, AND EXPULSION OF HANDICAPPED STUDENTS

General Provision

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

Suspension

Before a handicapped student can be suspended, the administrator and the student's teacher(s) must review the student's special education placement to determine whether the behaviors which lead to suspension are related to the student's handicapping conditions, and if the special education placement is appropriate. If the review determines the behaviors are not related to the handicapping condition and the services being provided are appropriate, the school may suspend and then return him/her to the same placement. Follow normal district procedures. This decision is to be written and include the following components: reason for suspension, length of suspension, disposition of the committee, and the committee members. A copy of the report should be filed in the student's special service record. If the behaviors are related to the handicapping condition, then the administrator must conduct a review of the IEP to determine

whether an alternative placement is needed. The district would provide alternative special education services based upon the revised IEP, if determined necessary. In making any change in special education placement, the school must use the following procedural safeguards: send written notice to the parents; review the current placement; review or revise the IEP to insure appropriate program; provide for a continuum of alternative placements, and use procedural safeguards and grant the student's due process rights.

Expulsion

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

Anticipatory Procedures

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

1. In case of a handicapped student with a history of such behaviors, the team writes into his IEP specific behavior management contingencies to be initiated at the onset of inappropriate behaviors. Behavior management contingencies may include, but are not limited to: a. time out of room; b. withdrawal of privileges; c. crisis intervention; and d. short term suspension.
2. The school informs the parent/guardian and student of the behavior management contingencies stipulated in the IEP, and asks them to agree to them.
3. The building administrator and/or other individuals in the school who are responsible for implementing the student's IEP activate the IEP contingencies when a handicapped student exhibits disruptive or anti-social behavior.
4. The IEP specifies the behavior management contingencies used and the individuals implementing them according to the types and severity of the behaviors demonstrated by the student.
5. The building administrator implements all suspension or other exclusions from school as stipulated by the IEP.
6. Any incident that causes the behavior management contingencies to be implemented, can also cause the IEP team to reconvene. At the IEP meeting, the team reviews the student's special education program to assure the services being provided are meeting the child's needs. The team may obtain additional data, testing, etc., and may recommend modifications in the student's program. However, the team may not make changes in the student's placement without first following normal district procedure.

DRUG FREE POLICY

Staff and Student Alcohol and Drug Abuse

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students and staff who attend the schools. Therefore, as the use, sale, transfer, possession, or going under the influence of intoxicants, alcohol, and/or physical or mind altering chemicals (drugs) are wrong and harmful, they are prohibited on or in school property, at school sponsored activities or events that are held on the Montrose R-XIV School campus or elsewhere, in any vehicle being used to transport students from or to any school event held on the Montrose R-XIV school campus OR to and from any event that the school is participating in at any location, or in any situation in which the school is responsible for the conduct and well-being of students

and staff. Compliance with the standards of conduct is MANDATORY. Random drug testing for athletes and students participating in extra-curricular activities will be implemented. Parent/Guardian consent forms will be sent out with the student packets on the first day of school. In order for the student to participate in extra- curricular activities or athletics, the consent forms must be signed. It is not fair to those students desiring to make the most of their educational activity opportunities to be exposed to unnecessary disruptions and distractions as caused by fellow students or staff under the influence of drugs or alcohol or in possession of these substances. For the purpose of this policy, a drug shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief extended period of time. The substance may be taken into the body by inhalation through the respiratory systems, absorption through the skin or body openings, ingestion through the digestive system, or injection into any of the body's fluid systems. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or as part of any of its activities. Any student of the school district in possession of or under the influence of drugs shall be in violation of this policy. Moreover, any student in possession of or under the influence of alcohol is also in violation of this policy. ANY quantity of drugs in the student's possession not previously cleared in the following paragraph shall be in violation. The student body shall be informed that the Board of Education and the school's staff consider drug and alcohol enforcement to be a continuing duty. Therefore, all "over the counter" drugs will also need to be cleared with the building administrator before being taken. While this action may seem overly harsh, it is the only way this policy may be fairly enforced to put all students on an equal basis. Students will need to notify either the building administrator of the need for medication as long as the medication is taken. The school administration or teachers shall have the right to search the person, clothing, lockers, books, or any other personal belongings of any student, under their supervision suspected to be in violation of this policy as often as necessary, whether during school hours or at any school event, formal or spontaneous, whether at the school or some other alternate location. Any student found by the administration and/or staff to be in violation of this policy shall be automatically suspended from all activities for a minimum of one semester. A semester for purposes of this policy shall be defined as a ninety-day period counting only days school is actually in session. The ninety-day period may span actual semesters or the school year calendar. The student will also receive a five-day unexcused suspension from school and will not be re-admitted without being accompanied by a parent or guardian at the time of re-admittance. Because this student has not exhibited qualities befitting special honors or privileges, all honors, earned letters, offices, special trips, etc. shall be forfeited by the student for any activity of record during the suspension. An activity shall be defined as any school event outside of the academic class time necessary for units of credit. Examples of activities would include athletic events and contests, field trips, club meetings, and other qualifications by the above definition. A state-approved lab as to content shall routinely analyze all substances confiscated from students and staff. Substances in violation of current state law shall cause the school to notify proper law authorities and file any appropriate charges deemed necessary.

Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace by the employees. Any staff member found to be in violation of this policy shall be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to complete an appropriate rehabilitation program. The school district has an on-going drug-free awareness program to inform employees about: the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free workplace; any available drug counseling; rehabilitation; and employee assistance programs; and the penalties that may be imposed upon employees for drug

abuse violations occurring in the workplace. Each employee receives a copy of this drug-free policy before the first day of school. As a condition of employment, the employee will: abide by the terms of the policy, and notify the school in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such a conviction. The district shall take one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted: taking appropriate personnel action against such an employee, up to and including termination; or requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Tobacco and Other Tobacco Products

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

COMMUNICABLE DISEASE-STUDENT

Purpose

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

Immunization

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. **Maximum needed**: six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.

   Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-9 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.

   10-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. **Maximum needed**: four doses.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.

   Kindergarten-9 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

   10-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

Missouri Department of Health and Senior Services
Bureau of Immunizations • 930 Wildwood Drive • Jefferson City, MO • 65109 • 800.219.3224

Rev 11-18

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

Universal Precautions

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

Categories of Risk

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

Exceptional Situations

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

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

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

Confidentiality

The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. Missouri law (191.689 RSMo. (1994) identified two groups of people within a school system who could be informed of the identity of a student with HIV infection on a "need to know" basis. They are:

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

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

Reporting and Disease Outbreak Control

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

Notification

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

Legal Refs: 167.191, 191.650-.703 RSMo.
Americans with Disabilities Act (42 U.S.C. 12101 et seq.)
P.L. 94-142 Individuals with Disabilities Education Act of 1973 (20 U.S.C. 140 et seq.)
P.L. 92-112, Section 504 of the Rehabilitation Act of 1973
19 CSR 20.20.01 through 20.20.060 and 20.28.010

STUDENT HEALTH (Subject to change based on DHSS guidelines)

Physical Examinations, Dental Inspections, and Vision Screenings

Physical examinations, dental examinations, and vision screenings are strongly recommended for all students. The district's screening plan is to offer vision, hearing and dental screenings for students in kindergarten through sixth grade.

Illnesses

DIARRHEA (From DHSS)

Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus. When determining whether the exclusion of a child with diarrhea is needed, a number of issues should be evaluated: more than two loose stools in a day, temperature over 100.4, blood in the stool, severe stomach pain, or if the student is dizzy and pale. When a student has been excluded from school, they should be free of diarrhea for 24 hours before returning or have a note from a health provider.

FEVER (From DHSS)

A child's normal body temperature varies with age, general health, activity level, the time of day and how much clothing the child is wearing. Everyone's temperature tends to be lower early in

the morning and higher between late afternoon and early evening. Body temperature also will be slightly higher with strenuous exercise. Most medical professionals define fever as a body core temperature elevation above 100.4°F (38°C). When determining whether the exclusion of a child with fever is needed, a number of issues should be evaluated: recorded temperature; or is the fever accompanied by behavior changes, headache, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or if the child is unable to participate in routine activities. Any child that has an elevated body temperature that is not excluded should be monitored (6 feet away from others) for possible change(s) in their condition. A temperature should be measured before giving medications to reduce the fever. When a student has been excluded from school, they should be free of fever without the use of medication for 24 hours before returning or have a note from a health provider.

PINK EYE (From DHSS)

If there is thick white or yellow drainage and eye pain, the child should be excluded until appropriate treatment has been initiated or the discharge from the eyes has stopped unless the health provider has diagnosed a non-infectious conjunctivitis.

VOMITING (From DHSS)

When determining whether the exclusion of a child with vomiting is needed, a number of issues should be evaluated: repeated vomiting (two or more times), temperature over 100.4, severe stomach pains, severe head/neck pain, coughing/reflux, increased activity, motion sickness, or taking medication on an empty stomach. When a student has been excluded from school, they should be free of vomiting for 24 hours before returning or have a note from a health provider.

Head Lice

In keeping with the American Academy of Pediatrics and the Missouri Health Department recommendations, we will avoid the unnecessary exclusion of students from school. The district will not exclude otherwise healthy students from school due to nit (lice egg/larvae) infestations. Students with adult head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, we will adhere to the following procedure:

1. Schools will not perform routine school-wide head lice screening. However, should multiple cases be reported, the health assistant may identify students most likely to have been exposed and arrange to have that population of students examined.

2. If the health assistant or teacher discovers head lice or nits, the parent/guardian of that student will be notified, and other students who reside with the infested student will also be checked.

3. The health assistant will instruct the parent/guardian concerning various shampoos, sprays, and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.

4. If the student was infested with live head lice, the student should be removed from school by parent/guardian and may not return to school until treatment is completed and no live head lice remain.

5. When a student who had a live head lice infestation returns to school, the student will be transported by a parent/guardian and the student will be examined by the health assistant. If live head lice are found at that time, the parent/guardian will be reinstructed concerning treatment. The student will be excluded from school until the student is free of head lice.

6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.

7. The health assistant will keep accurate and confidential records of students infested with head lice or nits.

8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the health assistant will notify the school principal, who may report the matter to the Children's Division.

Student Medication Policy

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

Prescription Medications

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

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

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

Non-prescription Medications

Over the counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from parent or guardian. This request must include date, dosage, and time medication is to be given. All medicines must be properly identified. If it is necessary for a child to take a daily non-prescription medication such as aspirin for rheumatoid arthritis, a request from the parent/guardian and also a request from the physician must be provided. Do not send any medication in envelopes, plastic wrap, lunch boxes, etc. All medications must be in original containers. Administration of medicines will be the responsibility of the school only if the school's student medication policy is followed. Parents/legal guardians must sign a permission form giving permission for their child to receive over-the-counter medicine, such as acetaminophen, ibuprofen, antacid tablets, or Pepto-Bismol

on an as needed basis at school. A record of date, time, student's name, type of medicine, and quantity is kept in the office.

FOOD SERVICES PROGRAM

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

All students will be offered two free meals a day. Students will be allowed to bring their lunches from home. Due to distractions and safety issues, only parents/guardians can deliver outside food or beverages to their child.

Cafeteria Regulations

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

Food Service Program
Meal Charges

Purpose

It is our goal 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 and High School students will be allowed to charge a maximum of ten ($10.00) dollars. After this maximum has been met, no additional charges will be accepted.

2. No charges will be allowed for ala carte foods and beverages.

3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the Office.

4. The Friday before school is dismissed in May all charging will be cut off.
    - Parents/guardians will be sent a written request for "payment in full."
    - All charges not paid before the end of the school year will be carried forward into the next school year.
    - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

Discrimination Clause

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

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

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

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Cafeteria Prices

Full price breakfast for grades K-12	$2.40
Reduced price breakfast for grades K-12	$0.30
Full price lunch for grades K-12	$2.90
Reduced price lunch for grades K-12	$0.40
Adult Breakfast	$2.40
Adult Lunch	$3.30
A la carte prices are as follows (when available):	
Extra milk or juice	$0.65
Breakfast Entrée	$1.50

Lunch Entrée	$2.00
Fruit/Vegetable	$1.25
Hot Roll/Cinnamon Roll/Etc.	$1.25
Yogurt/Chips/Cookies	$1.25
Other items offered	$0.50 to $1.50

Students will use a 4-digit code in order to be charged for items. Codes should not be shared with anyone.

STUDENT QUALIFICATIONS

Entrance Age

Children must have reached the age of five years prior to August 1st for entrance to kindergarten.

Advancement of Students

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

Admission of Homeschooled Students

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

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

Part Time Student

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

School Check-Out Procedure

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

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

Non-resident Students

Admission and Withdrawal

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

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

Admission of Residents from Unaccredited School Districts

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

BOE Approved July 15, 2019

Student Activities

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

Textbooks

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

Accidents and Student Insurance Liability

The school system and the Board of Education, by law, are not liable for accidents on the school grounds, in the building, or while students are going to and from school or on school sponsored trips. The Board will sanction a group insurance plan for students with a reputable firm, paid for by students, if the patrons of the school district so desire. Students participating in interscholastic athletics and similar groups must have their own insurance coverage and agree to use it or participate in the student insurance program. The Board of Education will not assume any liability for any injuries incurred in practice for participation in interscholastic athletic events or pay any medical bills for such.

Jurisdiction of the School to and From School

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

Attendance Policy

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

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

- Personal illness - principal may require doctor's note
- Serious illness or death in the immediate family – principal will require proof of illness/death
- Montrose School activities
- Medical/dental appointments when they cannot be scheduled other than school hours - principal will require doctor's note
- Official college visits arranged through counselor's office - principal will require college visit note
- Students leaving school during school hours must be signed out by a parent/guardian or the student will **NOT** be allowed to leave school grounds and it will only be excused if it meets the guidelines in Class A – Excused.
  All make-up work will be completed in the same number of days/classes as the student was absent
- Driver/permit examinations scheduled in advance through the office – excusable the first time only (proof required)

Unexcused

- Truancy
- No call or note from parent or guardian
- Emergency work at home/business for parent or guardian
- Out of town trips/vacations – work may be accepted if completed prior to the absence provided the absence is approved in advance, by administration (minimum two-week notice)

Students must be in attendance the entire day to be able to attend/participate in any school related activities/events that evening. Students absent from school on Friday's or the last day of the school week must have a doctor's excuse note in order to attend/participate in any school related activities/events during the weekend.

No credit for make-up work

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

TRUANCY

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

EXCESSIVE ABSENTEEISM

Any student who is absent from a class more than five (5) days whether avoidable, excused, or unexcused during a semester is subject to loss of credit for that class. Missouri law requires school attendance. It is vitally important to the performance of each student. In order to receive credit for a class, a student must maintain a passing grade as determined by the instructor and not miss more than 5 class periods in any one semester. School sponsored activities are an exception.

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

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

2. If the Superintendent denies the request, the student may appeal to the Board of Education.
3. Students who appeal loss of credit are expected to attend classes on a regular basis during the appeal procedure.

TARDIES (Per Semester)

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

Tardies will fall under two categories.

A. Excused: Students are admitted to class without penalty when a pass from another teacher or the office. Car trouble is an acceptable excuse ONLY if investigated and approved by the administrator.
B. Unexcused: Students will be admitted to class, but the teacher will document the tardy and inform the student of the marked tardy. On the 3rd unexcused tardy, the teacher will assign detention.

Pledge of Allegiance— At 7:50 a.m. daily, the Pledge of Allegiance will be announced District wide over the intercom.

ESSA- Montrose R-XIV School District has a Schoolwide Program Plan and a School Parent and Family Engagement Plan. Those can be requested in the main office.

Dress Code

Montrose R-XIV School District expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Students are expected to dress appropriately for school and in a manner that will not disrupt the teaching/learning process or cause undue attention to an individual student. No procedure will impose dress and grooming rules based on gender in violation of Title IX or discriminate based upon race, color, religion, sex, national origin, ancestry, disability or age. All dress code procedures will adhere to health and safety codes and comply with applicable law.

Clothing and accessories must be:

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

The following dress standards will be followed:

1. Hats, bandanas, or hoods are not to be worn in the building.
2. Bags, purses, and/or backpacks are to be kept in hallway lockers or locked in vehicles, not carried in the halls or classrooms.
3. Pajamas, slippers, and blankets are not allowed.
4. Any form of mesh or see-through clothing is not allowed.
5. Bare midriffs, spaghetti straps, or other shirts that expose excessive skin are not allowed.

6. Shorts must be of appropriate length. The highest point of the shorts must reach the bottom of the thumb while in a standing position.
7. Holes in jeans must be below the acceptable minimum length for shorts.
8. Leggings may be worn with a top that at least reaches the bottom of the thumb while in a standing position.

School officials have the right to set specific dress codes for special days. The principal reserves the right to determine whether the clothing is distracting, indecent or inappropriate to wear in the school environment regardless of whether or not the dress meets the guidelines stated above. Students who violate these guidelines are subject to disciplinary action. The discipline measure taken will be based on the degree of the violation and the frequency of violations by the student.

EMERGENCY DRILL PROCEDURES

Fire Drill and Bomb Threat Drill

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

Tornado Drill

The tornado alarm will be electronically voiced over the phone system and speakers throughout the building. The procedures will be for students to follow the same evacuation plan as for fire, BUT STUDENTS WILL NOT LEAVE THE BUILDING. Instead, the students will go to the designated safety areas; students must enter them quickly and quietly. Teachers shall keep grade books to determine if anyone is missing.

Earthquake Drill

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

Bus Evacuation Drill

The bus driver will assign dependable student(s) to a seat in the back of the bus. The driver will demonstrate to all of the students how to open the emergency door at the back of the bus. In case of an emergency, the assigned student(s) (if not blocked) will open the emergency door and assist students exiting the bus. The front door (if not blocked) will be used also in

exiting the bus. If both doors are blocked, exit through the windows. The bus evacuation drill will be conducted twice a year.

CARE AND USE OF SCHOOL PROPERTY

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

VIOLENCE PREVENTION TRAINING STAFF AND STUDENTS

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

STUDENT HARASSMENT POLICY

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

SCHOOL BULLYING & CYBER BULLYING POLICY

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

Bullying occurs when a student:

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

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

FIREARMS AND WEAPONS FREE SCHOOLS ACT POLICY

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

Definition of Firearm

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

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

Definition of Weapons

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

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

Other weapons:

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

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

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

Applicability of Regulation to Students with Disabilities

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

Medical Marijuana

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

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

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

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

Administration at School

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

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

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

Additional Parameters

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

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

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

ESSA NOTIFICATION OF TEACHER QUALIFICATIONS

Our District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our District is required to provide to you in a timely manner, the following information:

· Whether your child's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

· Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

· Whether your child is provided services by paraprofessionals and, if so, their qualifications.

· Whether your child's teacher is teaching in the field of discipline of the certification of the teacher.

In addition to the information that you may request, a building receiving Title I.A funds must provide to each individual parent:

· Information on the level of achievement and academic growth of your child, if applicable and available, on each of the State academic assessments required under Title I.A.

· Timely notice that your child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Complaints filed with the Department
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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. **How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

4. **How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. **What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

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[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V* Revised 4/17

[2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

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

6. **How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. **How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. **How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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

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

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

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

-Student's name
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Date and place of birth
-Major field of study
-Dates of attendance
-Grade level
-Participation in officially recognized activities and sports
-Weight and height of members of athletic teams
-Degrees, honors, and awards received
-The most recent educational agency or institution attended
-Student ID number, user ID, or other unique personal identifier used to communicate in

[1]

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.)

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

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

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

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

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

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

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

parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

Equal Opportunity

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

District Compliance Officer:

Carey Drehle
Superintendent/Principal
307 E. 2nd Street
Montrose, MO 64770
(660) 693-4812

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

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

STUDENT DISCIPLINE AND BEHAVIORAL EXPECTATIONS

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

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

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

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

Disclaimer- To the extent this handbook conflicts with Board Policy, the Board Policy prevails. Please refer to the District website for the most current Board Policy. www.montrose.k12.mo.

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

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

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any

district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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

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

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

   First Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

   Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

   First Offense: 10-180 days out-of-school suspension or expulsion.

   Subsequent Offense: Expulsion.

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

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their 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 is 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.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense: Principal/Student conference, verbal warning.

Subsequent Offense: 1-30 days bus suspension.

Classroom disruption – Conduct that interferes with the teaching or learning process.

First Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, 1-10 days out-of-school suspension.

Subsequent Offense: Loss of privileges, detention, in-school suspension, 1-10 days out-of-school suspension.

Detention
If a student's behavior is disruptive and/or the teacher's efforts in the classroom have met with little success, a student may be placed in detention. The student will receive written notification regarding the reason for the detention along with the date of the assigned detention. Parents will be contacted by phone or Remind prior to the assigned date.

1. Detention is assigned by teachers and the administration.
2. Detention will be held after school on Wednesdays from 3:45-4:45.
3. If the student is ill or absent from school during a detention assignment, he/she will make it up on the following Wednesday.
4. Students participating in activities WILL NOT be excused from after-school detention. They have the obligation to inform the sponsor that they will be remaining after school to serve their assigned detention.

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

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see board policies AC and ACA if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Loss of privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

   First Offense: In-school suspension or 1-180 days out-of-school suspension.

   Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

   First Offense: In-school suspension or 1-180 days out-of-school suspension.

   Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

   First Offense: 1-180 days out-of-school suspension or expulsion.

   Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, loss of privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Failure to Serve Detention:
Students who fail to stay for assigned detention(s) may be assigned additional detention, Monday School, or out-of-school suspension.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student conference, loss of privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

   First Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

   Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

   First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

   Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

   Any Offense: 10-180 days out-of-school suspension or expulsion.

Hazing (see board policy JFCG) – 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 can occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Personal Communication Device – A portable electronic device that is used to initiate, receive, store, or view communications, information, images, or data electronically. Such devices may include cell phones, smartwatches, personal laptops, tablets, video game devices, and other portable media players.

First Offense: Confiscation. In-school suspension, parent pick up required

Subsequent Offense: Confiscation. In-school suspension, 1-10 days out-of-school suspension parent pick up required, implementation of a device plan.

Physical Contact/Aggression – Unwanted physical contact towards another person, with or without aggression.

First Offense: Principal/student conference, loss of privileges, detention, in-school suspension, 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension.

Public Display of Affection – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies AC and ACA) – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (see board policies EHB and KKB and procedure EHB-AP1)

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

   First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

2. *Subsequent Offense*: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

   First Offense: Confiscation, principal/student conference, loss of privileges, detention, or in-school suspension.

   Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of board policy KKB.

   First Offense: Confiscation. Principal/Student conference, loss of privileges, detention, or in-school suspension.

   Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property.
First Offense: Return of or restitution for property. Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

First Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

   First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-5 days out-of-school suspension.

   Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.

   First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-5 days out-of-school suspension.

   Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, loss of privileges, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

First Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Vandalism (see board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution. Principal/Student conference, loss of privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (see board policy JFCJ)

1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.

   First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

   First Offense: One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.

   Subsequent Offense: Expulsion.

3. Possession or use of ammunition or a component of a weapon.

   First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

   Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Technology Usage Policy (MSBA-EHB)

The Montrose R-XIV School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

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

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (email); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, school board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, email and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

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

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, email and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the

district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered

curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and board policies.

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

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

No Warranty/No Endorsement

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

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Parents Right to Know

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under an emergency or other provisional status, through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline or certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I. A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you have any questions, please call Carey Drehle at 660-693-4812.

Annual Acknowledgement

Student Vehicle Use: Parking Lots and Searches

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

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

Cell Phones/Personal Communication Devices

In accordance with Senate Bill 68 passed in May 2025, I understand that students are prohibited from displaying or using personal communication devices during the school day.

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Parents and Students

I acknowledge that violation of any of the above rules and guidelines for this activity may result in suspension or permanent removal from this activity or all extracurricular activities depending upon the nature of the violation. I further agree that subject to an opportunity to present the student's version of the alleged violation, the decision of the Superintendent/designee concerning suspension and duration of suspension is final. For students to be eligible to participate in field trips, school dances, and other activities, they must be in good standing with the district. They should have no outstanding balances or fines to be eligible to participate.

I acknowledge that I am in receipt of and have read and understand the 2026-2027 Montrose R-XIV Student Handbook. Please sign below and return to the school office by Friday, August 19, 2026.

_____ _____

Student Signature and Date **Parent Signature and Date**