

**MOBERLY  
HIGH SCHOOL  
2010-2011  
HANDBOOK**



**EVERYONE  
WANTS TO BE  
A SPARTAN**





# MOBERLY SCHOOL DISTRICT



## 2010-2011 Calendar

### - DATES TO REMEMBER -

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- August 5, 6, 9: Registration at Gratz Brown Elementary 10 am - 6 pm
- August 16-17: New Teacher Work Days
- August 18-23: Teacher Work Days
- August 24: First Day of School - Full Day
- September 6: No School - Labor Day
- September 21: Mid-Quarter (Progress reports sent home Sept. 24)
- September 24: Early Dismissal for Homecoming
- October 11: Professional Development Day - Students not in session
- October 19: End of First Quarter
- October 28: Early Out - Parent/Teacher Conferences, 2 pm - 8 pm
- October 29: No School - Parent/Teacher Conferences, 8 am - 12 pm
- November 17: Mid-Quarter (Progress reports sent home Nov. 19)
- November 24-26: Thanksgiving Vacation
- December 21: End of First Semester (Grades sent home Jan. 7)
- December 21: Early Out
- Dec. 22-31: Christmas Vacation
- January 3: CLT to work on grades
- January 17: No School - Martin Luther King, Jr. Birthday
- February 4: Mid-Quarter (Progress reports sent home Feb. 11)
- February 21: No School - President's Day (Make up Day)
- March 10: End of Third Quarter
- March 17: Early Out - Parent/Teacher Conferences, 2 pm - 8 pm
- March 18-21: No School
- April 14: Mid-Quarter (Grades sent home April 21)
- April 22-25: No School - Spring Break (April 25 Make up Day)
- May 22: Commencement, 2:00 pm
- May 24: Early Out - Last Day of School - End of Fourth Quarter
- May 25: Extended Contract Day for Staff - Grades distributed by 6/01
- May 26: NCRS Commencement, 7:00 pm

### Inelement Weather Make-Up Days

- Day 1: Built In
- Day 2: Built In
- Day 3: May 25
- Day 4: April 25
- Day 5: May 26
- Day 6: Feb 21

### Late Start Mondays - Arrival Schedule

- Moberly High School - 8:25
- Moberly Middle School - 8:25
- North & South Park - 9:25
- Gratz Brown Elementary - 9:35

### Early-Out Dismissal Schedule

- Moberly High School - 12:00
- Moberly Middle School - 12:10
- North & South Park - 12:50
- Gratz Brown Elementary - 1:00

### - LEGEND -

- 00 First & Last Day of School
- 00 Late Start Mondays
- 00 Teacher Contract Days
- End of Quarter
- No School/Vacation
- Early-Out Days

\*All Mondays that school is in session are late-start days

# Moberly School District

# *Mission Statement*

ADOPTED FEBRUARY 18, 2010

## *Vision:*

*Create a safe environment that fosters mutual respect & responsibility.*

*Inspire and value life-long learners.*

*The Spartan way is excellence for ALL*

### **I. Students**

In the Moberly Public School district, all students have a sense of community and accept responsibility for their behaviors and learning. In our district:

- A. A safe, secure school environment is created through mutual respect and responsibility.
- B. Students are provided with differentiated instructional methods.
- C. Positive relationships are fostered and valued.

### **II. Staff**

An exemplary school district knows that it can only be as effective as the personnel it employs. Therefore, the Moberly School District is committed to recruiting, supporting, and retaining educators who can advance the district's vision. All members will:

- A. Have high expectations for achievement of all students while working to meet the individual needs.
- B. Strive to grow professionally and work collaboratively to make decisions in the best interest of students.
- C. Build and nurture positive attitudes that celebrate achievements and accomplishments.

### **III. Leadership**

Successful school districts require strong leadership. The Moberly School District's leaders will:

- A. Develop an atmosphere for all staff, students, and community of trust, support, and openness as well as the freedom for all to grow.
- B. Establish credibility by modeling behavior consistent with the vision and values of their school.
- C. Develop an atmosphere for staff, students, and community of trust, support and openness as well as the freedom for all to grow.

### **IV. Curriculum & Instruction**

An exemplary school provides students with a diverse and balanced curriculum in a global society. The Moberly School District curriculum and instruction will:

- A. Use concise, proven curriculum.
- B. Ensure a continuous review and implementation of best instructional practices in our schools.

### **V. School Climate**

Moberly School District will create a school climate that provides an opportunity for all students to be successful by:

- A. Provide and maintain a safe, respectful, and responsible school environment. Recognize and celebrate individual efforts and achievements.
- B. Continue to provide an environment to meet the social, emotional, physical and intellectual needs of all students.
- C. Create a climate focused on student success measured by performance and facilitated by effective instruction.
- D. Develop a school culture to facilitate and nurture staff collaboration and participate in decision-making.

### **VI. Parent/Community Involvement**

The successes and achievements of students are directly linked to parent/guardian and community involvement. Moberly Public Schools will increase involvement between educators, parents/guardians, students and community members in the following ways.

- A. Build a partnership between our board, parents/guardians, students, staff, and community. Open communication. Improve customer service. Emphasize the positive.
- B. Educate parents and community on technological resources to communicate to all.



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August 24, 2010

Dear Students, Parents, and Guardians,

Welcome to an outstanding environment for success. The start of school is an exciting time filled with anticipation, hopes, and aspirations. The Moberly High School teachers, staff, and administration look forward to working with each of you in pursuit of your dreams. The curriculum and opportunities offered to our students enable them to grow and excel. In order for each of us to make the most of our opportunities we must do our best. By providing a wide range of courses and learning opportunities, each student can develop the skill set to live, work, and prosper in an ever changing world.

The Spartan Way is a code of success. The Spartan Way consists of the following mantras; Be Responsible, Be Respectful, Be Safe, and Be Your Best. By adhering to these axioms, our students will better prepare themselves to become outstanding members of our community. The Spartan Way is found throughout our hallways and in all we do.

We are looking forward to a terrific school year. The 2010 – 2011 school year will be filled with many highlights and successes. Our expectation is that each member of our learning community does his or her best. Again, welcome, and have a fantastic school year.

Sincerely,

Aaron Vitt  
Principal

Tracy Bottoms  
Assistant Principal

Kenny Seifert  
Athletic/Activities Director



### *Moberly High School Statement of Philosophy*

The Moberly High School staff believes that the home, the community, the school, and the student share the responsibility for the mental, physical, and cultural growth of the individual student in the American democratic system. The major function of the school in such a society is to provide opportunities for students to develop their potential to the greatest extent possible.

It is central to the school's purpose that a curriculum is offered which provides students the opportunity to develop to their fullest potential in a technological society. It is essential to provide well-trained, competent professionals to teach effectively and maintain a positive example for students. To succeed, the financial support of the community is essential. In addition, the community must support standards of behavior conducive to a good learning environment.

Moberly High School seeks to fulfill those needs, which all students share, including respect, structure, the development of a positive self-image, and mastery of basic literacy and other survival skills. Upon graduation, every student should be as

prepared as possible to function in society as a contributing, self-fulfilling citizen.

The staff further recognizes individual differences in students. Therefore, the school must organize its curricular and extra-curricular activities so that students have the freedom to choose, with guidance, the type of learning experiences suitable for them.

As new demands are placed on education in today's changing society, Moberly High School will respond by searching for new ways to meet the challenges of serving the needs of its students and community. This effort cannot succeed without the support and cooperation of the home, the community, the school and the student.

Revised spring, 2003

Committee of Teachers and Administrators

# Key Moberly Public School District Information

## **Moberly Public School District Board of Education**

Mr. Les Keleher  
Mr. Jeff Lawrence  
Mrs. Lisa Vanderburg  
Mr. Ken Asbury  
Mr. Dan Wilcox  
Mr. Bobby Riley  
Mrs. Amy Hager

## **Moberly Public School District Administration**

Mr. Mark Penny, Superintendent  
Mrs. Gena McCluskey, Assistant Superintendent  
Mr. Tim Roling, Assistant Superintendent  
Mrs. Kelley Speakar, Director of Special Services

## **Moberly High School Administrative Team**

Mr. Aaron Vitt, Principal  
Mr. Tracy Bottoms, Assistant Principal  
Mr. Kenny Seifert, Athletic/Activities Director  
Mrs. Shari Barron, Counselor  
Mrs. Kellie Austene, Counselor

## **Office Secretarial Staff**

Mrs. Brenda McAtee, Principal  
Mrs. Debbie Simmerman, Asst. Principal/  
Attendance  
Mrs. Joy Benton, Athletics  
Mrs. Jennifer Barfield, Front Desk/Cafeteria

## **Central Office Hours**

Monday-Friday 7:30-5:00pm  
(660)-269-2600

## **Transportation/Bus Barn**

(660)-269-2699

## **Moberly High School Office Hours**

Monday-Friday 7:00-3:30pm  
(660)- 269-2660

## **Athletic Office**

(660)-269-2667

## **A+ Office**

Mr. Ken Bailey  
(660)-269-2669

## **Technology Office**

Mr. Alan West  
(660)-269-2665

## **Moberly District Website**

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

Inserts to this document

- Technology Agreement
- Parent Sign-off

# Moberly High School Staff and Support Staff 2010-2011

## **Communication Arts**

Brenda Barner- Dept. Chair  
Joy Noorbakhsh  
Robbie Murray  
Chris Taylor  
Brandy Hackett  
Rachel Finch

## **Fine Arts**

Jordan Perry- Dept. Chair  
Beth Redding  
Todd Oberlin  
Kevin Pierce  
Jared VanCleve

## **Foreign Language**

Nita Shipp  
Heather Taylor

## **Science**

Janet Gladstone- Dept. Chair  
Ed Lewis  
Stephanie Glenn  
Dalton Owens  
Ryan McCluskey  
Luke Kirkendoll

## **Practical Arts**

Jocelyn Hayslip

## **Health/PE**

Jason Ambrosion- Dept. Chair  
Carma Smith  
Jean Anderson  
Warren Seitz

## **Nurse**

Heidi Freeman

## **Custodians**

Kenny Phillips  
Lani Sutio  
Scott Mallory  
David McCain

## **Special Education**

Ande Spears- Dept. Chair  
Tom Redlinger  
Doug Heimann  
Amanda Littlefield  
Tanya Herrin  
Karen Singletary  
Drew Hunt

## **Special Educ./IMC Aides**

Ashley Garing  
Vickie DeWeese  
Ginger Albright  
Whitney Anderson

## **Mathematics**

Daniel Smith- Dept. Chair  
Janet Peart  
Stephanie Brown  
Sarah Duree  
Sandy Davidson

## **Social Studies**

Tim Barnett- Dept. Chair  
Mark Anderson  
Victor Bell  
Trent Tracy  
Kenya Fuemmeler

## **IMC**

Vanessa Morris- Aide

## **AAEP**

Kristie Douglas

## **Home-School Liaison**

Lisa Johnson

## **Registrar**

Bobbie Pollock

# Introduction

## Mission Statement

It is the mission of Moberly Public Schools to ensure the following:  
 To maintain a safe environment that fosters mutual respect and responsibility.  
 Inspire and value lifelong learners.  
 The Spartan Way is excellence for ALL

## History

Moberly High School, as part of the Moberly School System, was accredited with distinction by the Missouri Department of Elementary and Secondary Education during the last MSIP accreditation process (2005) and has held continuous membership in the North Central Association of Schools and Colleges for many years.

Moberly High School provides a variety of course offerings to meet the various needs and interests of the student body. It also provides many clubs and organizations in which the student body can participate.

## School Emblem and Colors

The school emblem, selected by a vote of the student body in 1967, is a Spartan. The school colors are red, white and blue.

## Spartan Fight Song

Fight Spartans mighty and tough  
 We're gonna fight and show 'em our stuff  
 Fight you Spartans - Win this game and  
 bring our good school to fame  
 RA RA RA  
 Fight Spartans and when we're done  
 All will know that we're number one.  
 Fight you Spartans M.H.S.  
 and show 'em that we're the best!

## Daily Bell Schedule

Period 1	7:30 – 8:20	50 Minutes
Period 2	8:24 – 9:14	50 Minutes
Period 3	9:18 – 10:08	50 Minutes
Period 4	10:12 – 11:02	50 Minutes
5 Connections	11:06 – 11:28	22 Minutes
Period 6	11:32 – 12:47	50 Minutes

1 <sup>st</sup> Lunch	11:32 – 11:57 (25)
2 <sup>nd</sup> Lunch	11:57 – 12:22 (25)
3 <sup>rd</sup> Lunch	12:22 – 12:47 (25)

Period 7	12:51 – 1:41	50 Minutes
Period 8	1:45 – 2:35	50 Minutes

## Late Start Schedule

Period 1	8:30 – 9:16	46 Minutes
Period 2	9:20 – 10:06	46 Minutes
Period 3	10:10 – 10:56	46 Minutes
Period 4	11:00 – 11:46	46 Minutes
Period 6	11:50 – 12:55	

1 <sup>st</sup> Lunch	11:50 – 12:11
2 <sup>nd</sup> Lunch	12:11 – 12:33
3 <sup>rd</sup> Lunch	12:33 – 12:55

1 <sup>st</sup> Lunch	44 Minutes class time
2 <sup>nd</sup> Lunch	43 Minutes class time
3 <sup>rd</sup> Lunch	43 Minutes class time

Period 7	12:59 – 1:45	46 Minutes
Period 8	1:49 – 2:35	46 Minutes

## Early Release Schedule

Period 1	7:30 – 8:00	30 Minutes
Period 2	8:04 – 8:34	30 Minutes
Period 3	8:38 – 9:08	30 Minutes
Period 4	9:12 – 9:42	30 Minutes
Period 8	9:46 – 10:16	30 Minutes
Period 7	10:20 – 10:50	30 Minutes
Period 6	10:54 – 12:00	

1 <sup>st</sup> Lunch	10:54 – 11:16 (22)
2 <sup>nd</sup> Lunch	11:16 – 11:38 (22)
3 <sup>rd</sup> Lunch	11:38 – 12:00 (22)

1 <sup>st</sup> Lunch	44 Minutes class time
2 <sup>nd</sup> Lunch	44 Minutes class time
3 <sup>rd</sup> Lunch	44 Minutes class time

## Classification of High School Students

Students shall be classified on the basis of semesters of attendance and units of credit earned according to the following criteria:

## Units of Credit

Earned	Classification
0 ----- 5 $\frac{3}{4}$	Freshman
6 ----- 11 $\frac{3}{4}$	Sophomore
12 ----- 16 $\frac{3}{4}$	Junior
17 ----- 24	Senior

## Moberly High School Grading Scale

95 – 100 = A	80 – 82 = B–	67 – 69 = D+
90 – 94 = A–	77 – 79 = C+	63 – 66 = D
87 – 89 = B+	73 – 76 = C	60 – 62 = D–
83 – 86 = B	70 – 72 = C–	0 – 59 = F

## Assigned Time

Students should plan their day so that they may secure maximum benefits from their school time. There should be little need for a student to leave one area during a period and travel to another area if he or she plans properly.

Students may enrich their educational experience by using their available time wisely. All school time must be spent under the supervision of a teacher. Below are listed locations where students may be assigned when they are not in classes.

IMC—Research and course assignments with a teacher signed IMC pass.

Art Laboratory—Only under teacher supervision

Vocal and Instrumental Music—Practice-only under teacher supervision

Teacher Offices—By appointment and written pass

Career Center (103)—Individual help on personal or educational problems, research on future vocational or educational choices

Students should acquaint themselves with the above areas and the rules governing their use. Students will report to the same location each day unless prior arrangements have been made with the supervisor.

## Lost and Found

Any items found should be turned in to the principal's office. If you lose an item, check with the office.

## Change of Address/Telephone

It is the responsibility of the student to immediately notify the principal's office in the event of a change in address or a telephone number.

# Special Student Areas

## Instructional Materials Center - IMC

1. Enter and leave as quietly as possible.
2. Students are to be seated with feet on the floor and no leaning back in chairs.
3. To leave, a student must have a hall pass.
4. Please deposit trash in the containers provided.
5. All materials taken from the stacks must be checked out from the library's staff or student on duty.
6. Eating should be restricted to the cafeteria. No candy, suckers or drinks are allowed in the IMC. Gum chewing will be restricted if students abuse the privilege of using it. Bottled water is allowed in IMC but not around computer lab area.
7. When students check out a book from the reserve desk or reference area, they should see that the book is returned by the first period the following day.
8. Students must use their own I.D. to check out any materials located in the media center. No items will be checked out without an I.D.
9. Students coming to IMC from classrooms must have a teacher signed IMC pass.
10. Students will be allowed to print at no charge school work which is typed by the student or is a part of a final project (i.e. a picture) to be submitted for a grade.
11. Students will be expected to pay \$.05 per page for any printing which is not typed by the student (i.e. entire web pages, EBSCO articles).
12. Students who do not retrieve print jobs will be charged \$.05 per page regardless of the content.
13. Students who print multiple copies will be charged \$.05 per page for any copies beyond one.
14. Unpaid charges will be placed on student fines lists.

## Music Area

Students are not allowed in this area without the instructor's permission.

## Alternative Classroom - Room 108

Students who have their unstructured or class time taken away because of infraction of rules regarding conduct may be assigned to this area, either for full days, as in the case of in-school suspension, or for single class periods from specific classes. Students assigned to this area are expected to bring reading material or other assigned work with them.

## Career Center - Room 103

The Career Center, located in the guidance office, serves many purposes. It is the office for the guidance counselor's secretary (registrar). Students wanting to talk with one of the counselors should go to room 103 and the secretary will see that you see the counselor immediately or make an appointment for a meeting at a later date. The Career Center contains many of the guidance materials used by students or faculty members. Some of these materials are:

1. Course catalog and course offering lists of MHS.
2. College materials such as catalogs, financial aid information, application forms, etc.
3. Computer software for practice testing with the ACT and MO VIEW Career Choice.
4. Printed materials on occupations and careers.
5. Military information.
6. Materials on trade and technical schools.

7. Video tape on colleges and occupations.

The room will also be used by visitors to the school such as: college representatives, military recruiters, vocational rehabilitation counselors, Upward Bound instructors, and many others. Students are invited and encouraged to make use of the materials available to them in the Career Center.

# Transportation Policy

**Moberly Public School District contracts with First Student to provide transportation for the district.**

## Mission Statement

Our mission is to align the district with a company that we pledge will provide safe, timely, courteous and reliable transportation to the students of our community so that the students of Moberly Public Schools can achieve and earn a proper education.

## Parent/Guardian Expectations

Parents/Guardians are an important part of the transportation team. Their knowledge and support of safe transportation procedures is integral to the success of the transportation operations.

Parents/Guardians are encouraged to:

1. Understand and support District rules and policies, regulations and principles of school bus safety.
2. Cooperate with school officials to promoting safe and efficient student transportation.
3. Support efforts to improve school bus safety.
4. Communicate safety concerns to school administrators.
5. Assist their children in understanding safety rules and encouraging them to abide by the rules.
6. Support safe riding practices and reasonable discipline efforts.
7. Understand that students who ride school buses must obey all laws, rules and regulations governing student transportation. School bus riding privileges may be suspended or terminated, as indicated in this handbook, for failure to follow applicable student transportation laws, rules, and regulations.
8. Recognize their responsibilities for the actions of their children.
9. Be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories and other loose personal items.
10. Be responsible for:
  - a. Care, supervision and behavior of their children prior to loading and after unloading from a school bus operated in regular route, special education, career education, or similar type service. Whenever possible, parents/guardians are encouraged to monitor bus stops.
  - b. Getting their children safely to designated school bus stop on time (no less than five (5) minutes and no more than ten (10) minutes before the scheduled pick up time) and having the children dressed in clothing appropriate for the weather season. The school bus will not wait for students not at the loading area when the bus arrives.
  - c. Getting their children safely from a designated school bus stop.
  - d. Helping the bus driver to teach their children proper procedures for safely crossing the roadway before loading and after leaving the bus.
  - e. Supporting emergency evacuation procedures as prescribed by state law, rules, and regulations and District rules and regulations.
11. Respect the rights and privileges of others.

12. Be knowledgeable about the traffic laws regarding when to stop for school buses. On a roadway that is three (3) lanes or less, both the oncoming traffic and traffic following the bus must stop when the overhead red lights are flashing and the stop arm is extended. On a roadway that is four (4) or more lanes, only the traffic following the bus must stop.
13. Parents/Guardians shall be responsible for malicious destruction to the bus and the parents/guardians shall pay restitution for damages caused by student or students.

**Student Expectations**

**Riding a school bus is a privilege and not a right.** It is a privilege which each rider can keep by maintaining appropriate behavior while waiting at the bus stop, loading, riding, and unloading. Proper conduct by the students contributes greatly to the safety of the student transportation program. With this in mind, the Superintendent or designee shall develop appropriate procedures for student bus conduct. The rules shall include, but not be limited to, the following:

1. The bus driver is in full charge of all persons riding on the bus and has the same status and authority as a teacher in so far as discipline is concerned. The bus driver will assign seats to students on the bus. This seating arrangement will be changed as needed. Students shall obey the directions of the bus driver promptly and courteously.
2. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent/guardian listing a valid reason to board or leave from another established stop. This request must also be approved by the school principal/designee. Students shall ride their assigned bus unless reassigned by the respective school principal/designee.
3. Students shall observe safe pedestrian practices while walking to and from the bus stop. Students shall arrive at their designated bus stop not less than five (5) minutes or more than ten (10) minutes before the bus is scheduled to arrive. Students shall wait in an orderly manner and shall respect private and public property while waiting at the bus stop.
4. After the bus has come to a complete stop, students shall enter the bus, go to their assigned seat, and remain seated until the bus stops to unload students.
5. If it is necessary for students to cross the road before boarding or after leaving the bus, the student must wait ten (10) feet in front of the bus until the “all clear” signal is given by the driver, then cross carefully.
6. Students shall talk quietly and avoid loud or distracting noises on the bus. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at railroad crossings.
7. Students shall not tamper with emergency doors or equipment.
8. Students must keep all parts of their body (hands, arms, feet, head, etc.) inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus. Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school transportation personnel.
9. School District policies and procedures pertaining to drugs, alcohol, tobacco, controlled substances, unauthorized prescriptions, and weapons or look alike weapons are in effect at the bus stop and on the bus.
10. Other items not permitted on the bus are breakable containers, skateboards, scooters, roller blades, balls, cigarette lighters, matches, shop projects, or animals (except assistive animals), flammable or explosive substances (such as gasoline), or anything else that could jeopardize the safety of the persons involved, on any school bus. Any items carried on the bus must be small enough to be held on the lap of the student.
11. Horseplay will not be tolerated on the bus. Horseplay is defined

- as throwing objects, shoving, pushing, chasing, loud yelling, play fighting, spitting, tripping, and obscene gestures.
12. There will be no eating or drinking on the bus except for bottled water. No gum or candy is allowed.
13. Students must cooperate with the driver to keep the bus clean. Excessive trash is a safety hazard for all riders.
14. Sexual misconduct, harassment, bullying, or threats to students, staff, or driver will not be tolerated.
15. At the end of the school day, students must board the bus at their home school. They cannot walk across campus and board at another building.
16. Once a student gets on a bus, the student is to remain on the bus until their assigned bus stop. Once a student gets off a bus, they will not be allowed back on the bus unless a serious safety issue arises.
17. Fighting and assault can not be tolerated anywhere within the educational setting. This includes the bus stop, while on the bus, and on school property. Fighting is defined as when both individuals are engaged in physical contact of hitting, slapping, punching, and/or kicking. Assault is defined as hitting, striking, and/or attempting to cause injury to another person.

**Bus Misconduct/Discipline**

<b>Student Misconduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Possession of any illegal substance, controlled substance, prescription drug (other than epi-pen, when approved in advance by the principal), drug, or alcohol (in any amount)	Loss of bus privileges		
Not in assigned seat, out windows, eating or drinking, talking loudly, yelling, distracting noises, throwing objects	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Horseplay, disrupting conduct, conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Sexual harassment, bullying, other forms of legally prohibited harassment	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Vulgar/cursing, inappropriate language on bus or bus stop	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Physical/Sexual contact	Loss of bus privileges		

### Bus Misconduct/Discipline (cont'd.)

Student Misconduct	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Weapons as defined in handbook	Loss of bus privileges		
Vulgar/cursing language at driver, threat to driver	10 days loss of bus privileges	Loss of bus privileges	
Tobacco possession	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Fighting, tobacco use, lighters and other paraphernalia	Loss of bus privileges		
Throwing an object(s) out of a bus window	Loss of bus Privileges		
Vandalism	Loss of bus privilege until restitution made for repairs/replacement	+5 days loss of bus privileges	+10 days loss of bus privileges

### Student Operated Vehicles

The school provides bus transportation to all high school students living a mile or more from school. Students who drive to school will park in the parking lots provided by the school. All MHS enrolled students that drive to school will park in the two lots on the east side of the building. Students will be issued parking stickers for the fee of \$10.00 per year, and all students must possess a parking sticker to use the high school parking lots during school hours. Students who receive Proficient or Advanced on the End of Course (EOC) assessment will receive free parking and have their money refunded. It is unlawful for students to park on the access roads off the school grounds. **Students are not to park on the circle drive, sidewalks, access roads, tennis courts, or gym area at any time.** A student who parks illegally or inappropriately will be warned and asked to move his/her car to a legal parking area. Cars parked illegally may be towed to a legal parking area at the owner's expense if warnings are ignored.

Examples of driving violations would be: high speed, illegal parking, careless and imprudent driving, other.

**The act of driving to school for students is considered to be a privilege** by the MHS administration. Students are expected to operate vehicles safely and responsibly. Failure to do so may result in loss of driving and/or parking privileges for up to the remainder of the school year. Penalties for failure to operate vehicles safely are as follows:

- 1<sup>st</sup> infraction = warning.
- 2<sup>nd</sup> infraction = 5 days removal of driving privileges.
- 3<sup>rd</sup> infraction = 2 weeks removal of driving privileges.
- 4<sup>th</sup> infraction = removal of driving privileges for remainder of the year.

Students who are responsible for their own transportation to school will not be excused for arriving late to school. Parental contact will not be a guarantee that student tardiness will be excused. **At no time during the school day may a student leave the building to go to his or her car.** This is considered away from assigned area.

Excessive tardiness and skipping will result in loss of driving privileges and a bus pass being issued. Refer to Board Policy JFCC.

## The Missouri PIRC, Resources for Parents and Families

The Missouri PIRC (Parental Information and Resource Center) provides statewide impact, with administrative offices in St. Louis and Kansas City, early childhood services offered in each school district in the state coordinated by a national center based in St. Louis, K-12 training and technical assistance based in Jefferson City, and a toll-free hotline for parents based at the state's largest university.

The Missouri PIRC, grounded by the six PIRC quality indicators, delivers parental support services in a systemic manner. The Missouri PIRC organizational structure assures a statewide impact that engages increasing numbers of parents in Missouri's 641 Title I schools.

Please visit the following websites for further information on these resources: <http://www.missouri-pirc.org/> or <http://www.nationalpirc.org/directory/MO-32.html>

## Admission of Nonresident Students

Except as otherwise required by law, this district does not accept nonresident students unless they reside in a K-8 district and have selected Moberly School District No. 81 as their high school attendance center. This only applies when the student is eligible to attend high school. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the Moberly School District No. 81, as defined in Board policies and the law. Refer to Board Policy JECB.

Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and in accordance with procedures set forth by the superintendent or designee. The Board of Education reserves the right to limit the number of foreign exchange students enrolled in a given year. Attendance by foreign exchange students is a privilege, not a right.

## Notification of FERPA Rights & Designation of Directory Information

Our School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights include:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA and its implementing regulations, within 45 days of the date upon which the District receives a request for access.

Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURE:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information).

The District will disclose educational records to school officials who have a legitimate educational interest in the records. School officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

**DESIGNATION OF DIRECTORY INFORMATION:** The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA:

- Student's name;
- Participation in officially recognized activities and sports;
- Address;
- Weight and height of members on athletic teams;
- Degrees, honors, and awards received;
- Grade level;
- Dates of attendance;
- Photographs and other similar information.

If a parent or eligible student does not want information of this type released upon the request of outside entities/persons (such as the press, community businesses, individual persons, etc), written notification **MUST** be sent to the principal of the school attending. This written notice must specify exactly which category (or categories) of "Directory Information" should not be released. Although it is permissible to elect not to have certain categories of information disclosed, a parent or eligible student cannot pick-and-choose which outside entities are permitted to receive directory information within allowable categories.

The written notice of a parent/eligible student expires at the end of the school year in which such notice is sent. Therefore, new written notice must be provided each school year.

**MILITARY RECRUITER ACCESS TO CERTAIN INFORMATION:** The District must release student names, addresses, and telephone numbers to military recruiters upon their request, unless a parent or eligible student notifies the District in writing that such information may be disclosed only with advance written consent. The District is also required to permit military recruiters to have the same access to students as is provided to post-secondary institutions and prospective employers. If a parent or eligible student desires to deny release of information to military recruiters, the high school principal must be notified in writing each school year.

**RIGHT TO REQUEST AMENDMENT:** Parents or eligible students have the right to request that the District correct any parts of an educational record which they believe to be inaccurate, misleading or otherwise in violation of their rights. Parents or eligible students should clearly identify, in writing to the school principal, the part of the record sought to be corrected and why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**RIGHT TO OBTAIN POLICY:** Parents or eligible students have the right to obtain a copy of any written policy adopted by the Board of Education of the District in compliance with FERPA. This policy may be obtained in person or by mail from the Superintendent's office, 926 Kwix Road, Moberly, Missouri 65270.

## Notification of Student Rights

### NOTIFICATION OF RIGHTS PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding certain types of **federally funded** surveys, collection and use of information for marketing purposes, and certain physical exams. **PLEASE NOTE THAT THE PPRA AND THE RIGHTS GRANTED IN THIS NOTIFICATION APPLY ONLY TO FEDERALLY FUNDED ACTIVITIES/ SURVEYS DESCRIBED BELOW. OUR DISTRICT DOES NOT ANTICIPATE ADMINISTERING INSTRUMENTS COVERED UNDER THIS NOTICE.** Student rights under the PPRA include the following:

**(1) Obtain Parental Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if, and only if, the survey is funded in whole or in part by a program of the U.S. Department of Education:

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

**(2) Receive notice and an opportunity to opt a student out of:**

- Any other protected information survey, regardless of funding;
- 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
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**(3) Inspect, upon request and before administration or use of:**

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material (federally funded) used as part of the educational curriculum.

Our District has adopted a policy 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. Our District will directly notify parents (or eligible students age 18 or over) of their rights under the PPRA annually, and parents of students who are scheduled to participate in the specific activities or surveys described above will be notified of their right to opt their child(ren) out of participation therein. Parents will be provided reasonable notice of the planned activities and surveys listed above and an opportunity to opt their child(ren) out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys before their administration. Parents who believe their PPRA rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## Nondiscrimination Compliance Statement

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Moberly Public Schools are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the Moberly Public Schools' compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or the Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable compliance Coordinator below who has been designated by the Moberly Public Schools to coordinate School District efforts to comply with the laws and regulations implementing Title VI, Title IX, the AEDA, Section 504, and the ADA.

The Moberly Public School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816)268-0550.

Our School District also complies with the provisions of the Federal Family and Medical Leave Act (FMLA). For additional information regarding our School District's compliance under FMLA, please consult the FMLA notice poster on public display and Board of Education policy relating thereto. In addition, you may also contact the FMLA Compliance Coordinator whose name is set forth below.

The District's Compliance Coordinators are as follows:

**Coordinator for Title IX:**

Mr. Tim Roling  
Assistant Superintendent  
Moberly School District  
926 KWIX Road Moberly, MO 65270-3813  
Phone: (660) 269-2600

**Coordinator for Title VI**

Mr. Tim Roling  
Assistant Superintendent  
Moberly School District  
926 KWIX Road  
Moberly, MO 65270-3813  
Phone: (660) 269-2600

**Coordinator for IDEA, Section 504, and ADA**

Mrs. Kelley Speakar  
Director of Special Services  
Moberly Public School District  
926 KWIX Road  
Moberly, MO 65270  
Phone (660)269-2693

## General Policies

1. Honesty and integrity are the hallmarks of good character and are expected from everyone. Dishonesty in any form, including cheating and plagiarism, is wrong and will not be tolerated. Cited from: Student Cheating and Plagiarism in the Internet ERA : A Wake-up Call by Ann Lathrop and Kathleen Foss. Englewood, CO: Libraries Unlimited, 2000.
2. A teaching staff member is available to help individual students with their difficulties during the teacher's unscheduled time, before, and after school. Teachers may, if necessary, assign a student to a study area during his/her unstructured time.
3. Classes will begin and end on time. Students are not to be in the halls except between periods during the passing time. If, for any reason, a student has to be in the halls during a period, the student must have his/her signed handbook in possession. There shall be no student loitering. Students must use their own school issued handbook.
4. Teachers have the same authority over pupils' conduct on school-sponsored trips as they do at school. Students' conduct on a field or activity trip is expected to conform to the same standards as in the classroom.
5. Students will not be called to the telephone during classes except for an extreme emergency. Emergency calls going through the office will be screened and made by the secretaries. Phone calls may be made only during class passing time and during the student's lunch shift.
6. A lost and found department is maintained in the Principal's office. Items not claimed will be given to a local charity as selected by the Student Senate, or discarded during the summer.
7. Students leaving the district that request transcripts must have all school debts paid before the Principal's office can comply with the student's request.
8. Special deliveries to students (flowers, candy, balloons, etc.) at school are discouraged. The school assumes no responsibility for the delivery of such items.
9. The young children of students are considered as visitors to our school and should be approved prior to being brought to school by the parents. The bringing of children to school by teen parents is discouraged, due to the potential disruptions to the learning environment and the possible health hazards to the child.

## Report of Student Progress

A grade card/progress report will be issued to each student at the end of each six-week grading period. Grade cards do not have to be returned to school. Students are responsible for getting the grade cards/progress reports home to parents. Grade cards are withheld if a student owes charges or fails to return books.

D and F reports will be sent to parents midway through each six-week grading period. The school encourages parents to make appointments with teachers and counselors whenever they have questions about their student's progress. **All teachers are mandated to make contact with parents of students who are not passing.**

## Graduation Requirements

The Board of Education for the Moberly School District No. 81 establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

A Student must meet the following requirements in order to graduate from the Moberly School District No. 81, unless one (1) of the stated exceptions apply. The student must :

1. Complete a total of 24 credits in grades nine (9) and above starting with the Class of 2010, including credits required by the State Board of Education.
2. Pass proficiency exams concerning American History, American Institutions, and the Missouri and United States Constitutions.
3. Successfully complete a course of instruction of at least one (1) semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the United States government and the electoral process.
4. Attend a minimum of one semester in the Moberly Public School District during the final year of study prior to graduation.

## Exceptions

1. Graduation requirements and grading scales for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.
3. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parent to develop a program of studies that will result in graduation, if successfully completed ( refer to Transfer of Students section for program of study at Moberly High School).
4. Eligible students who successfully complete the Missouri GED Options Program will be awarded a high school diploma

## Earning Credit

1. The Superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Moberly School District No. 81 recognizes units of credit obtained through correspondence courses or courses delivered

primarily through electronic media (such as satellite video, cable video or computer-driven or online courses) as long as they are earned from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency.

3. Students may earn advanced-standing credit by successfully completing high school level courses prior to entering the ninth grade. This advanced-standing credit may be counted toward meeting the subject-area requirements for graduation and for meeting the district requirements. If a student demonstrates mastery by performing at the Advanced or Proficient level on the state assessment, Algebra I End of Course (EOC) exam, it will be counted toward the minimum number of credits required by the State Board.

## Diplomas

Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law. (Refer to Board Policy IKF)

## Honor Roll

The purpose of the honor roll is to encourage and recognize academic excellence. An honor roll will be published at the end of each semester based on that semester's grades. To be eligible for the Honor Roll, a student must have a G.P.A. of 3.0 with no grade lower than a C+. To be eligible for the Principal's Honor Roll, a student must have no grade lower than an A-. Grade point averages will be computed on a four-point scale according to the following point system:

A = 4.00 points	A- =3.67 points
B+= 3.34 points	B =3.00 points
B- = 2.67 points	C+ =2.34 points
C = 2.00 points	C- =1.67 points
D+= 1.34 points	D =1.00 point
D- = 0.66 point	F =0.00 points

Courses worth more or less than one-half credit per semester will be weighted proportionally in the determination of grade point averages. (For example, a vocational class worth one and one-half credits per semester). Students receiving incomplete or no credit for a grading cycle will not be eligible for the honor roll.

Any student finding an error on his or her grade card shall report it to the Guidance Office within two days of grade card distribution. Students who do not want to be listed on the published honor roll must notify the Guidance Registrar no later than two school days after grade cards have been distributed.

## Class Rank

Class rank is determined by cumulative semester grades (overall G.P.A.) throughout a given student's years in high school. Individual rankings are available upon request in the Guidance Office. Starting with the Class of 2008, weighted grades will be used to determine class rank and honor roll. See course description book for a list of weighted classes.

## Academic Recognition

Academic recognition such as Top 10% and Top 5% are for those students taking academically challenging coursework.

## Academic Letter

Chenille letters and year medals with appropriate certificates will be awarded to students who rank in the top five percent **Class Rank** academically in their respective classes at the end of each school year. Cumulative grade point averages will be used to determine letter recipients. Senior letter winners will be recognized in the spring.

Award winners in the other classes will not be given their awards until early September at an assembly.

Any student who transfers to Moberly High School from a non-accredited school shall not qualify for academic letter competition until one full year of classes (two semesters) is completed at Moberly High School.

### **Transfer from Unaccredited School/Home Instructional Program**

Should a student present records and/or credit from an unaccredited school, or home instructional program, the building principal shall place the student according to an evaluation based upon the student's chronological age, previous educational records, current psychoeducational and achievement tests, criterion referenced tests, and other educational data pertinent to the assignment of the student. The principal will also consult with the student's parent/guardians. A student received as a transfer from any unaccredited school or home instructional program shall not be placed permanently in a grade or program of study until the student can be evaluated by the building principal and other appropriate professional staff members.

Furthermore, a student transferring from a school that is not accredited must be enrolled for two complete semesters and earn at least five units of credit to provide adequate time for evaluation, before credits earned from the unaccredited school may be accepted to meet graduation requirements.

Transcript credits from an unaccredited school will be evaluated by the building principal and counselors. When approved by the principal and counselors, only transcript credits which correspond to course offerings accepted by the Missouri Department of Elementary and Secondary Education or which correspond to course offerings of Moberly Public School District may be accepted to meet graduation requirements. A maximum of seven units of credit may be accepted from unaccredited schools for any academic year, including summer school and correspondence courses.

The decision of the building principal regarding student placement and acceptance of credit may be appealed to the Superintendent of Schools with a final hearing before the Board of Education.

Based on MPS School Board Policy JECC/JECD and Section 167.031 of Missouri School Laws.

### **Home Schooling Information**

1. Any parent may educate a child at home. The parent does not have to have a teaching certificate or meet any education requirements.
2. According to Section 167.031 of the Revised Statutes of Missouri a parent or guardian of a child, between seven and sixteen years of age, shall cause the child to attend regularly some public, private, parochial, parish, home school or a combination of such schools.
3. If a parent decides to home school, he or she shall offer 1,000 hours of instruction during the school year, with at least 600 hours in the basics, which will be in reading, language arts, mathematics, social studies, and science. At least 400 of the 600 hours shall occur in the home location.
4. The school year is defined as beginning July 1 and ending the next June 30
5. A parent who is home schooling a child must maintain the following records:
  - a. A plan book, diary, daily log, or other written record indicating the subjects taught and the activities engaged in with the student;
  - b. A portfolio containing samples of the student's academic work;

- c. A record of evaluation of the student's academic progress;
  - d. Other written, or credible evidence equivalent to a, b, and c. (If evidence is lacking, the child will be given the equivalent of end of semester examinations prepared by the high school faculty. A pass/fail criteria will be used for awarding credit with 60% proficiency required.)
6. Handicapped children attending a home school program may receive special education services provided by the local school district, in accordance with Section 162.996 of the Revised Statutes of Missouri and State Plan for Special Education.
  7. The law is permissive in the area of registering. The statute says the parent may notify the superintendent of schools or the recorder of county deeds in the county where the parents reside. This is to be done before September 1 annually. However, the law says may, and it is not mandatory.

### **Plagiarism**

At Moberly High School, academic and personal integrity is the foundation of a strong academic community. One of the ways staff and administrators expect students to demonstrate academic integrity is by avoiding plagiarism.

At Moberly High School plagiarism is defined as:

- The failure to produce original work;
- Theft (unintentional or intentional) of another person's work;
- Claiming another's work as your own;
- Paraphrasing without citing original source(s);
- Copying from internet source(s) or websites;
- Purchasing or receiving a paper from an outside source;
- Presenting facts or ideas without giving proper credit to the original author.

### **Perfect Attendance**

Missing any portion of the school day with an absence not school related will count against perfect attendance. Areas of concern should be discussed with the assistant principal. Verification with the registrar must occur one week prior to any awards assembly.

### **Incomplete Grades**

Students receiving incomplete grades for a grading cycle must complete the required course work within a reasonable time as determined by the teacher of the course.

If the required work to change the incomplete grade is not completed in the designated time, the student will receive an "F". Incomplete grades are not accepted for semester grades.

### **Locker Assignments**

Lockers are assigned at the beginning of the school year, and are provided for students as a depository for their books, coats, and personal items. Students are expected to use the lockers assigned to them during the school year and no other. Cash should never be left in a hallway locker, and lockers should be locked at all times. Lockers are the property of the school district and school officials reserve the right to search lockers at any time when there is a reasonable need to do so. Lockers should be maintained in a neat manner, no open food or drinks will be allowed to be stored in the lockers, and the display of vulgar or unsightly pictures in lockers is not permitted. Students will use the same locker for their entire time at MHS. **Students are expected to keep backpacks in their lockers. Backpacks will not be allowed in the classrooms for the safety of all students!**

### **Lunch Time**

Each student will be scheduled for one daily lunch period. All students will eat in the cafeteria either purchasing a lunch or bringing a lunch

from home. **No student will be allowed to leave the building for lunch or have food delivered by a fast food establishment.** Students are expected to eat on their assigned lunch period. Students will have access to three different serving lines during lunch: the regular lunch line (which students receiving free or reduced lunch will eat), the snack bar, and a salad bar. Students are encouraged to take advantage of the I.D. lunch card program where students are able to set up an account with the cafeteria and pay with the use of an I.D. lunch card. Students must establish this paying in advance (this is not a credit program). **No student will be allowed to charge on his or her lunch account, and ALA CARTE WILL BE CASH ONLY.** The cafeteria supervisors may use their discretion for approving or denying student requests to leave the cafeteria during lunch periods.

Each student has the responsibility of keeping the cafeteria clean. Students are to return trays to the tray chute and place wrappings in trash containers. Students are not to take food or drinks out of the cafeteria. Vending machines with fruit juices and candy having nutritional value have been placed in the gym foyer for the convenience of the students. Students will be allowed to go to the gym foyer for the last two minutes of each lunch period. During this time, students may purchase refreshments. When the presence of these machines presents a problem regarding cleanliness of the school, it will become necessary to remove the machines. Students who continuously disregard the rules of the lunch period may be placed in Room 108 for alternative classroom during lunch. Students will not be allowed outside the building except for the cafeteria patio during lunch. Exceptions will be made only by the Principal or Assistant Principal.

### Visitors

All visitors to our school must be cleared through the Principal's office. Students are not to bring visitors to school. Parents are always welcome and encouraged to visit, but should check in at the Principal's office. Parents wanting to observe a class must schedule a time and be accompanied by an administrator.

### Student Handbook

The student handbook contains a Hall Pass section in the back of the book. Students may only use their handbook. They can not use another student's handbook. Every student will be given a handbook at the beginning of school or at the time of enrollment. Additional handbooks can be purchased in the front office if the handbook is lost or misplaced for \$2.00. The Hall pas is required for a student to leave the classroom. THE STUDENT HANDBOOK SHOULD BE CARRIED AT ALL TIMES BY THE STUDENT. NO EXCEPTIONS.

## Student Attendance Policy

### Attendance Expectations

Each student is expected to attend school regularly and to be on time for classes. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the pupils with one another in the classroom and their participation in well-planned educational activities are vital to this purpose.

### Attendance Belief Statement and Rules

We believe that class time is very important. Teachers cannot teach pupils who are not present. The interaction occurring between a teacher and his/her students is vital to the educational process and cannot be

duplicated. Consequently, that "teachable moment" is an ir retrievable experience happening only in the classroom. Students are expected to be in class on a regular basis and to comply with the attendance rules, which are described below.

**Absences will be counted on a semester basis. The following rules apply to student absences. Students and their parents/guardians must understand and follow these rules:**

1. Absences will be counted on a semester basis.
2. Each student will be granted **eight absences per class, per semester, without repercussion.**
3. The effect of the ninth absence per class is as follows:
  - a. The student and his/her parents/guardians will be notified of the student's ninth absence by certified letter;
  - b. The administration will make a "preliminary determination" to deny credit to the student in the class for that semester;
  - c. This preliminary determination to deny credit will be reviewed by a faculty appeals committee to determine whether the absences were for legitimate reasons in accordance with this policy;
  - d. The faculty appeals committee may issue a "final determination" that credit is to be denied. In such event, **Credit is not actually denied until the end of the semester.** This delay in the final denial of credit enables the faculty appeals committee to review the reasons for the absences and permits the student/parent the opportunity to state the case as to why credit for that class should not be denied.
4. If the faculty appeals committee determines that credit shall be finally denied for a particular class, then the student/parent has the right to appeal that denial to the Superintendent (or designee) and, if dissatisfied with the Superintendent's (or designee's) determination, to the Board of Education.

The procedures regarding the denial of credit, and appeal rights, are set forth more fully in the section entitled, "Appeal Process".

### Absence Verification and Make-up Procedures

Attendance will be encouraged through the implementation of the following verification and make-up procedures:

1. When students are absent from school, it is the responsibility of the parent/guardian to act as follows:
  - a. Notify, by telephone, the attendance clerk of their child's school during the morning of the date of absence. The attendance clerk can be reached by phone (660) 269-2660 beginning at 9:00 a.m. The parent/guardian must state the reason for the absence. If students will be absent for more than one day, parents can request assignments from the attendance clerk at that time. Assignments can generally be obtained in the assistant principal's office by 2:35 p.m. that day.
  - b. When the student returns to school from the absence, the student is strongly encouraged to submit to the attendance clerk a signed and dated note from the parent/guardian, stating the reason for the student's absence. When a student exceeds the eight absences described above, the timely submission and contents of this note may be considered by the faculty appeals committee when it assesses whether a student's absence is to be excused.
  - c. In addition, notes from medical care providers should be presented to the attendance clerk when possible to provide proof of illness or injury.
  - d. A parent who habitually fails to notify the attendance clerk of a student's absence will be required to meet with a school administrator to review the requirements of the Student Attendance Policy.

- e. A student is considered truant if no communication has been made with parent/guardian and a reason acceptable to the school has not been provided.
  - f. The school reserves the right to verify the reasons for the absences, including but not limited to (1) follow-up phone calls or letters to a parent or (2) a request for a medical care provider's certification of the medical need for the student's absence.
  - g. All non-school absences are considered absences under A+ guidelines (verified or not), as permitted by law.
2. Regardless of the reason for the absences, **students will be dropped from the District's rolls after 10 straight days of absences if the parent/guardian fails to make contact during that period with the attendance clerk or an administrator.**

### Appeal Process

- The student and his/her parents/guardians have five school days after their receipt of the above-described ninth-day notification letter in which to file a written appeal to a faculty appeal committee.
- If an appeal is filed, the faculty appeal committee will consider the appeal.
- The faculty committee will review all documentation and determine whether or not a day's absence is to be excused, considering such factors as the following:
  - Whether a student's parent has followed the protocol for calling-in absences and/or timely submitting (upon the student's return to school) notes regarding the absences;
  - The reasons for the absences;
  - Any pattern of absences;
  - Extenuating circumstances.
- The parent/legal guardian and student are permitted to submit relevant information to the faculty appeal committee for its consideration.
- If the faculty committee determines that the preliminary determination to deny credit shall be overruled, the student will remain in the class and have the opportunity to earn credit. The student will also remain at the eight-absence mark and be placed on an Attendance Contract. Subsequent violation of the Attendance Contract will result in a loss of credit.
- If the faculty committee denies the appeal, the "preliminary determination" to deny credit will become a "final determination," and credit will be denied, subject to the following:
  - The student/parent shall have the right to appeal this final determination to the superintendent (or designee), who will meet with the student/parent to give the student/parent an opportunity to be heard;
  - The student/parent shall have the right to appeal this final determination to the Board of Education, which will hear the appeal;
  - The actual denial of credit will **not occur until the end of the semester in which credit is denied.**
- If an appeal is not filed, the case is closed.
- Students will be allowed to re-enroll in the class to earn credit the following semester.
- Because credit is not actually denied until the end of a semester, any student who receives a final determination of the denial of credit will still be required to attend and complete the semester in that class, or in another class as determined appropriate in the judgment of the administration.

### Make Up Privileges after Absence

1. When a student is absent from school, the student may make up assignments/work from day(s) of absence under the following

conditions:

- a. Students are responsible for obtaining missed work from their teachers.
- b. Students have one day to turn in make up work for every day they have been absent, unless alternative arrangements are made with the teachers due to extenuating circumstances. If the teacher designates an assignment as "long-range" before the student is absent, it will be due on the day the student returns to school. If a test was announced before the student's absence, it should be taken the day the student returns to school. Other make up tests will be arranged with the teacher.
- c. Saturdays will be available for makeup days and may be arranged in advance. Saturday is for full day make-ups. A student **MUST** stay the entire 4 hours in order to use this time.
- d. When a student is absent during the week, the next, immediate Saturday can be used to make up the absence.
- e. If the student notifies the teacher that he/she will be making up an absence on Saturday, the teacher will send the assignment from the day absent to the Saturday School instructor so that the student can make up the assignment on that day.
- f. Friday detentions can be used to make up hours for the attendance policy.
- g. **MADE UP ATTENDANCE WILL NOT COUNT TOWARD THE 90% NECESSARY FOR DANCE-PROM- ATTENDANCE. Make up time is available for credit recovery only.**
- h. **Students on OSS can only make up finals and major exams outside of the school day during their suspension.** This means before or after school, or during Saturday School. Students may request their homework (for no credit) to keep up with what is happening in their classes. The term "major exams" excludes quizzes.
- i. If a student is in attendance for part of a day, he/she is responsible for obtaining and turning in assignments in the classes that are missed, when due.
- j. Make up work for extended illness will be arranged with each teacher. Teachers should be contacted in the event of extended illness or serious injury where a student is unable to do any academic work. Students who are truant are denied makeup privileges.

### Discretionary Homebound Instruction

If a student has an extended medical problem that will cause 10 or more days of absence, the parents may notify the Principal, who will provide the parent/guardian with the application form for Homebound Instruction. Upon approval of Homebound Instruction, the student will be counted present in school. The decision to offer homebound instruction is a District decision based upon its sole judgment, discretion, and assessment of the application. There is no entitlement to Homebound Instruction, and the District may choose not to implement a program of Homebound Instruction or to discontinue the program at any time and for any reason.

### Continual Monitoring and Notification

1. With the auto-dialing system, parents will be notified by phone when students are absent. We encourage parents to sign up for the Parent Portal and utilize this service to access student information, including attendance, grades, and lunch account information.
2. A letter notifying parents of chronic absence will be sent home upon the fifth, and seventh days absent per semester. As described above, a certified letter will be sent home on the ninth day.
3. Parent conferences may be required for students with chronic absenteeism.

## Late Arrival/Early Dismissal Policy

Under certain circumstances, students are permitted to make special arrival and departure arrangements. In order for a student to be authorized to miss any part of a regular school day, proper procedures must be followed. Students must have both parental and administrative approval for any modification to their daily schedule.

On the occasions when it becomes necessary for a student to arrive at school late or leave early, he/she should provide the assistant principal's office with evidence of parental permission. **Written authorization must be presented before first hour so that the absence can be confirmed with a phone call.** A parent may also call for the early release of their student. Early dismissal students must report to the principal's office before leaving the building. **Late arrival students must report to the principal's office before going to classes.** Students who leave school early without obtaining prior approval from the principal or assistant principal will be considered truant. ALL students leaving or arriving to/from school **with permission** must sign in or sign out prior to leaving school. Failure to sign out or sign in will be considered truancy.

## Cooperative Education

Cooperative Education students shall not be released from school prior to the beginning of sixth period. Such students must have regularly scheduled employment during sixth, seventh, and/or eighth periods.

Cooperative Education students whose approved training station assignments are outside the regular school day may apply for one (1) period of released time from school. Such students must be in good academic standing and be approved for release by the Cooperative Education Coordinator and the high school counselor.

## Part-Time Attendance

Students attending classes less than half time are considered part-time students. To become a part-time student you must be between the ages of 16 and 20, have successfully completed 10 units of high school credit, have parental permission if under 18 years of age, be able to obtain appropriate approval of the custodial authority of a court or state agency and be able to abide by the enrollment procedures and academic requirements of students with like academic standing. Application must be made with your counselor to become a part-time student and details will be explained at that time. This program is designed for students who have completed eight semesters of attendance in one or more high schools.

## Students Who Qualify for an Unplanned Hour

Students receiving a Proficient or Advanced on the End of Course Exam (EOC) will qualify for an unplanned hour. This hour is scheduled through the counselors as to when it fits best in the student's coursework schedule. Notification of students who qualify will occur as soon as the school is notified by DESE in the fall. No student will be allowed to schedule an unplanned hour until this notification is received.

### EXPECTATIONS:

1. Students will be required to sign-in at the beginning of the hour with the IMC personnel. This is for attendance purposes.
2. Students without major discipline issues and attendance over 90% will be allowed to acquire a parent permission slip that will allow the student to sign out of the building during this hour.
3. Students who sign out of the building during this time will be expected to be on time to their next class. Failure to do so will result in removal of the privilege.
4. Unplanned hour is a privilege and can be removed if problems arise.

# Moberly High School Building-wide PBS

**BE RESPONSIBLE**  
**BE RESPECTFUL**  
**BE SAFE**  
**BE YOUR BEST**

Moberly Public Schools is a Positive Behavior Support (PBS) district. PBS is an approach that assists "schools and districts in establishing and maintaining school environments where the social culture and behavioral supports needed to be an effective learning environment is in place for all." (Please see <http://www.pbissmissouri.org/> for further information on Missouri School-wide Positive Behavior Support.)

Moberly Public Schools adopted the following purpose statement for establishing and maintaining district-wide PBS: Moberly Public Schools will unify by establishing a common language of positive behavior expectations to create the optimal learning environment for all students and staff.

In conjunction with the district-wide purpose statement Moberly High School also developed a building specific mission statement: The purpose of the commitment to PBS at Moberly High School is to develop a school-wide process for improving behavior in school. Through PBS we will establish school-wide expectations and systems all stakeholders will follow, decrease referrals of students, and increase achievement to ensure Moberly High School Students will be exemplar students of the community.

The proceeding page lists behavior expectations that were developed for Moberly High School. Students will be counted upon to know and follow these expectations. In doing so, students will be following **The Spartan Way**.



# THE SPARTAN WAY

	<b>CLASSROOM</b>	<b>CAFETERIA</b>	<b>HALLWAYS</b>	<b>GAMES &amp; EVENTS</b>	<b>AT THE ARTS</b>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>↪ Come to class on time with a positive attitude and prepared mentally and physically to complete the assigned tasks.</li> </ul>	<ul style="list-style-type: none"> <li>↪ Pick up after yourself</li> <li>↪ Use appropriate volume</li> <li>↪ Have appropriate conversations</li> <li>↪ Walk slowly</li> <li>↪ Avoid aggression</li> </ul>	<ul style="list-style-type: none"> <li>↪ Budget your personal time wisely</li> <li>↪ Leave others room to pass down the hall or to their locker</li> <li>↪ Pick up trash (even if it is not yours)</li> <li>↪ Be aware of your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>↪ Be courteous of your surroundings</li> <li>↪ Use appropriate language at all times</li> <li>↪ Show up on time and stay the whole time</li> <li>↪ Turn in anything found to the concession stand or school officials</li> </ul>	<ul style="list-style-type: none"> <li>↪ Be on time</li> <li>↪ Avoid whooping and hollering</li> <li>↪ Keep quiet during the performance</li> <li>↪ Stay for the entire performance</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>↪ Treat others as you expect to be treated: with courtesy, dignity, and kindness.</li> </ul>	<ul style="list-style-type: none"> <li>↪ Use manners everyday</li> <li>↪ Be prepared for lines</li> <li>↪ Clean up</li> <li>↪ Say “please,” “thank you,” “excuse me,” and “sorry.”</li> <li>↪ Be friendly</li> </ul>	<ul style="list-style-type: none"> <li>↪ If you’re talking, keep walking</li> <li>↪ Allow for everyone to have personal space</li> <li>↪ Say pardon/excuse me when walking through congested places</li> <li>↪ Keep your conversation in your group</li> </ul>	<ul style="list-style-type: none"> <li>↪ Come to the game to watch the game</li> <li>↪ Refuse to boo</li> <li>↪ Respect the referees calls</li> <li>↪ Be silent and courteous when there are injuries</li> <li>↪ Be courteous to visiting teams, players, and fans</li> </ul>	<ul style="list-style-type: none"> <li>↪ Respect the director in front of you</li> <li>↪ Keep cell phones and pagers on silent</li> <li>↪ Remain seated</li> <li>↪ Use restroom beforehand or at intermissions</li> </ul>
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>↪ Avoid physical or emotional harm to yourself or others.</li> </ul>	<ul style="list-style-type: none"> <li>↪ Use food and silverware properly</li> <li>↪ Avoid missing the trash cans</li> <li>↪ Clean up your spills</li> <li>↪ Notify teachers of unsafe conditions</li> <li>↪ Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>↪ Pay attention to where you are going</li> <li>↪ Keep hands, feet, and objects to self (horseplay is fun, but belongs elsewhere)</li> <li>↪ Pick up trash or notify staff of spills</li> </ul>	<ul style="list-style-type: none"> <li>↪ Keep hands and objects to yourself</li> <li>↪ Leave your problems with others at the door</li> <li>↪ Leave safety hazards at home</li> <li>↪ Sit on seat, stand on risers</li> <li>↪ Show up sober</li> </ul>	<ul style="list-style-type: none"> <li>↪ Keep the aisles open</li> <li>↪ Walk</li> <li>↪ Keep children with you at all times</li> <li>↪ Recognize fire exits</li> </ul>
<b>BE YOUR BEST</b>	<ul style="list-style-type: none"> <li>↪ Strive to attain your highest potential academically and socially</li> </ul>	<ul style="list-style-type: none"> <li>↪ Be polite to everyone</li> <li>↪ Eat like a champion</li> <li>↪ Invite peers to sit with you</li> </ul>	<ul style="list-style-type: none"> <li>↪ Socialize in open areas, on sides of hallways, or while walking</li> <li>↪ Limit physical contact to brief hugging and holding hands</li> <li>↪ Keep a positive attitude</li> <li>↪ Get to class on time</li> </ul>	<ul style="list-style-type: none"> <li>↪ Encourage your team</li> <li>↪ Keep outerwear appropriate</li> <li>↪ Have fun, be positive, and be loud</li> <li>↪ Cheer with cheerleaders</li> <li>↪ Pick up after yourself as you leave</li> </ul>	<ul style="list-style-type: none"> <li>↪ Refuse negative comments</li> <li>↪ Give full attention to the musicians/performers</li> <li>↪ Applaud only at the end of a performance (when the director’s hands go down)</li> <li>↪ Remove noise disruptions as quickly as possible to not disturb the performance</li> </ul>

# Moberly Public Schools Discipline Code

The Moberly School District believes that schools have been established for the education of the individual and the improvement of society. The district also believes that one of the major functions of our schools is the preparation of youth for citizenship in our community and nation. Self-discipline and the acceptance of individual responsibility are important phases of this preparation. It is the objective and policy of the Moberly Public School District to recognize, preserve and protect the individual rights of all students and yet, at the same time, to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, discipline and structure are necessary standards for maintenance of an atmosphere where orderly learning is possible and encouraged.

All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, or on any property of the school, on any school bus going to or returning from school or school activities, and during school-sponsored activities. The principal is authorized and directed to develop rules and regulations consistent with policies, rules and regulations approved by the Board of Education and disseminate them each year to students and/or parents.

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the school. Acceptable behavior is based on respect for oneself and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and school.

In order to fulfill the responsibility of the school, it is necessary that each activity is conducive to learning. Standards of student conduct are established by the Moberly School District Board of Education to create an environment in which each student's right to learn is protected. Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of staff, to observe good order and correct deportment, to be diligent in study, to be clean and tidy in person and attire, to be obliging to others, to refrain from the use of profane or improper language and to refrain from the use of tobacco, illegal drugs, controlled substances and alcoholic beverages while on school premises or under school supervision. Students and parents will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed annually.

The Board believes that most individuals wish to obey the rules and the expectations of a higher authority, and that they will exhibit self-discipline when rules and expectations are made known to them. School age students are no exception. The District's discipline procedures shall serve both to clarify the Board's expectations of students as well as define the deterrents and disciplinary action to be applied when students do not meet those expectations. The aim of disciplinary action is to change inappropriate behavior to acceptable behavior when self-discipline has failed within our schools. However, no student will be allowed to habitually disrupt the learning environment.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of the school. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses, which, if committed by a student, will result in the imposition of a

consequence. Students should note that the designation of a specific consequence is up to the discretion of the administration, even where the Code of Conduct contains a range of punishment, in the event that the administration believes that a different or alternative consequence is warranted in its judgment to preserve the good order and discipline of the High School and to promote student morale. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Refer to Board of Education policies JFCJ, JFG, JFH, JG, JG-R, JGA, JGB, JGD, JGE, and JGF.

## Disciplinary Consequences and Notification

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching/learning situations in all classes and activities in which they participate under the sponsorship of the school. All school district personnel responsible for the care and supervision of the students are authorized to hold every student strictly accountable for any disorderly conduct in violation of the standard of school conduct. The discipline authority, standard of conduct, and consequences of volatile conduct administered by district personnel as described in this handbook shall apply equally to students: A) in school; B) on any property of the school, or contiguous to school property; C) during any school-sponsored activities, including on any school bus going to or returning from school, or any school-sponsored activities; or during intermission or recess periods (refer to policies JFCC and JGA). Students may be disciplined for violations of school district policies, building handbook rules or classroom policies. Students receiving administrative discipline will be given a copy of the discipline referral outlining the nature of the problem, administrative action and the date/time of the consequence. Parents will be notified of disciplinary actions involving in-school suspension. In the case of serious disciplinary action involving out-of-school suspension, an attempt will be made to contact the parents by phone. When a student is sent to the office for disciplinary action, the administrator has the option of following the disciplinary consequence outlined in this handbook or administering other disciplinary action as deemed appropriate. Failure of the student to come to the office on request may be deemed insubordination and be cause for out-of-school suspension. All students must secure passes upon leaving and before returning to their classes.

## Safe School Laws

In accordance with Missouri House Bills 1301 and 1298, the "Safe Schools" legislation provides the following safeguards for the local school district. The act establishes the crime of "assault while on school property" if the person:

1. Knowingly causes physical injury to another person; or
2. With criminal negligence, causes physical injury to another person by means of deadly weapon; or
3. Recklessly engages in conduct which creates a grave risk or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle at the time of service to the district, or arose as part of a school district sponsored activity. Assault while on school property is a class D felony.

Additionally, school administrators are required to report acts of school violence to the proper authorities. When a pupil allegedly commits an assault or possesses controlled substances or weapons, the incident must immediately be reported to the police and the school superintendent. The school board is authorized to immediately remove, through suspension or expulsion, a pupil upon finding by a principal, superintendent, or the school board that such pupil poses a threat of harm to self or others, based upon the child's prior conduct. No school

board is permitted to readmit or enroll a pupil suspended or expelled for having committed certain felonies.

Under the regulations of the Safe Schools Act, student dismissal will be recommended to the Superintendent and/or Board of Education for, but not limited to, the following actions: First or second degree murder, kidnapping, first or second degree assault, forcible rape, forcible sodomy, burglary in the first or second degree, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, voluntary or involuntary manslaughter, felonious restraint, or possession of a weapon.

### Administrative Discretion

The building administrators may deviate from policy guidelines when warranted by extenuating circumstances. The administration reserves the right to contact law enforcement agencies and juvenile authorities in dealing with discipline situations. In some instances, due to the severity of a wrongful behavior, the administration may invoke a penalty or consequence at a level beyond the offense.

### Definition of Discipline

A process designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by helping to change unacceptable behavior to acceptable behavior.

### Discipline Belief Statement

- Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student...
  - will not be allowed to interfere with the learning opportunities of another student.
  - will not be allowed to interfere with the teacher's responsibility to teach all students.
  - will not excuse the misbehaving student from successfully completing the learning objectives.
- Self-discipline is the expected outcome.
- Every discipline situation is an opportunity to teach expected behavior.
- Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
- In the handling of unacceptable behaviors, the focus will be on judging the behavior of the student, not on judging the student.
- Parents have a responsibility to ensure their children's behaviors do not take away from a safe and positive learning environment for others.

### Types of Discipline

Disciplinary actions implemented by an administrator from the least to most severe are as follows:

As a part of all disciplinary action taken by the school, conference with a student shall be held giving specific instructions as to school's expectations. Referral to police, juvenile office or other agencies may accompany any of the following actions at the discretion of the building administrator.

The following are the expectations for students serving detentions/suspensions:

- Students are expected to **not put their head down or close their eyes.**
- Students are expected to work on class work or assignments.
- Students are expected to stay in their seats.
- Students are expected to be on time to their disciplinary assignment.

- Students are expected to leave candy, food, sodas, etc. out of the assignment area.
- Students are expected to be quiet and not talk.
- Students are expected to serve all disciplinary assignments.
- The administration reserves the right to modify any disciplinary policy to best fit the needs of the students and the school.

**Parent Conference** - A parent conference is used to inform parents, either in person, by correspondence, or by phone, of situations that may arise, and to insure that all parties know exactly what the problem is.

**Alternative Classroom** - The Alternative Classroom communicates to the student that their behavior in the classroom is unacceptable and at the same time demands that their academic progress continue. It is imperative that the teacher communicates to the student the nature of the inappropriate behavior and the expectations of the teacher in relationship to that behavior. It is the responsibility of the student to correct their inappropriate behavior. The Alternative Classroom is a disciplinary strategy available to teachers to deal with classroom misconduct. The procedures for use of the Alternative Classroom are as follows:

- Students are assigned an alternative classroom period by teachers for classroom misconduct.
- Students will be given a referral by the teacher, and the assignment to be completed. Students will not be allowed in the alternative class without an assignment.
- Students assigned three days in the alternative classroom will receive their assignments when they arrive from the supervising teacher.
- Students are to complete and return the assignment to supervising teacher. Failure to complete and return the assignment during or at the conclusion of the period will result in a "0" for the assignment. Upon completion of the assignment, the student will receive full credit for points earned.
- Students will not be allowed to leave to go to the restroom.
- Failure to abide by the alternative classroom rules may result in 2 days AAEP.
- The high school administration reserves the right to modify the alternative classroom policy to best satisfy the needs of the students and school.

**Friday Detentions** - Disciplinary strategies used for attendance-type behaviors (specifically tardies or being away from assigned area and certain student misconduct). These detentions are designed to be an entry-level disciplinary response that encourages students to arrive at class on time and prepared to learn.

- Friday detention will be 2 hours in length, after school from 2:45-4:45pm, in the IMC.
- A student may reschedule one Friday detention per semester.
- Failure to serve either a Friday detention will result in a Saturday detention being assigned.
- School activities will not exempt a student from serving a detention.

**Saturday Detention** - A disciplinary strategy used for attendance-type behaviors (specifically repeated tardiness, skipping class and truancy). Saturday detention, as a response to continued attendance problems, is designed to be a mid-level response that encourages students to arrive at class on time and to deter skipping class and truancy. Students who fail to serve a Saturday Detention during a semester will not be assigned another Saturday Detention for the remainder of that semester. AAEP will be assigned instead.

- Saturday detention will be conducted from 8:00 am to 12:00 pm. Students will need to arrive between 7:45-7:55. Students will not be admitted after 8:00 am.
- Students who have been assigned a Saturday detention will be

responsible for serving their detention. Failure to serve results in 2 days of AAEP unless students inform the Assistant Principal ahead of time. Students are allowed to reschedule once.

3. Students are expected to use their textbooks and to spend their time studying. Students may also bring magazines, newspapers, or other reading material of a suitable nature.
4. The high school administration reserves the right to modify the Saturday detention policy to best fit the needs of the students and school.
5. If students leave early, they will not be allowed back in and their time will not count.

**Alternative Academic Educational Placement (AAEP)** - Alternative Academic Educational Placement is a mid-level disciplinary response to improper student behavior. Students are assigned to an isolated area (Room 108) during the suspension period. A student does not attend regularly scheduled classes, but is expected to complete any work assigned in class. While in AAEP, students are not eligible to participate or attend any extracurricular school events until the final day of their suspension.

1. Students are to be in their seat by the tardy bell.
2. **Students arriving late will be assigned an additional day of AAEP.**
3. Students are to bring all books and materials for each class scheduled for the day of AAEP.
4. Students are not to disrupt the learning environment in any manner.
5. Assignments are to be turned in the day the assignment is due, along with the assignment sheet, to the supervising teacher. Assignments will not be accepted late. Any deviation from this rule will need to be worked out between the student, supervising teacher and classroom teacher.
6. Lunch will be served in the lunchroom or a student may bring a lunch. To be fair to all students, only home-prepared lunches will be acceptable.
7. Students will be allowed a restroom break in the morning and afternoon.
8. Violation of any AAEP rule may result in 2 days OSS. However, the student will need to complete the AAEP assignment upon returning to school. The supervising teacher may issue a warning if appropriate.
9. Students are not allowed to talk in AAEP. If a student wishes to talk to the AAEP supervisor, he or she will need to raise their hand and be recognized.
10. No sleeping allowed in AAEP.
11. A letter informing the parents will be sent home or there will be an alternative form of parental communication.

**Out of School Suspension** - The elimination of a student from the school environment for a specified period of time due to serious violation of school conduct guidelines, or when other strategies have failed to correct the misconduct. During OSS, students are not eligible to participate in or attend any extracurricular events until the day they return to school following the suspension. According to Missouri law, a principal may suspend a student for ten consecutive days, and a superintendent may suspend for up to ninety days. Only boards of education can expel a student. The student may appeal his/her case in accordance with procedures in the Rules and Regulations of the Board of Education. In all cases of OSS, a parent conference or acceptable parental contact will be required for readmission into the school environment.

### **Randolph County Off-Site Alternative Academic Educational Placement (Off-Site AAEP)**

The purpose of this project is to develop a program for students who are suspended from school. This program will allow them to continue to receive an education while developing strategies and practices for

avoiding the behaviors that led to the suspension. This program would develop a school in which students who are suspended from school would be engaged in the following activities:

1. Completing all classwork that has been assigned;
2. Receiving and participating in specialized education dealing with the reasons why students were given OSS;
3. Participating in community service work;
4. Participating in character education.

The following rules are unique to the Off-Site AAEP Program:

1. Students will be allowed to enter the program up to three times only. After the third occurrence the penalty will result in regular OSS;
2. This program will be available to students in other county schools;
3. The Off-Site AAEP program is a regional program and DOES NOT observe Late Start Mondays. Off-Site AAEP School begins every day, including Mondays, at 7:30 am.

**Off-Site Alternative Academic Educational Placement is a privilege and is not available for long term suspensions ( Any suspension beyond 10 days).**

### **Possible Disciplinary Consequences**

As a part of all disciplinary actions taken by a school, the student must receive due process, informing the student of the infraction and the possible consequences to be explored. Parental contact, either by letter, phone, or in person, must be included whenever appropriate.

1. Alternative Class-assigned during class period affected
  - a. 1 hour
  - b. 3 hours
2. Friday Detention-assigned after school on Fridays (2:45pm–4:45pm)
3. Saturday Detention
  - a. Full Assignment (4 hours)
4. Alternative Academic Educational Placement
  - a. 1 day
  - b. 2 days
  - c. 3 days
5. Out of School Suspension
  - a. 2 days
  - b. 3 days
  - c. 5 days
  - d. 10 days
  - e. 10 - to superintendent for 30 days
  - f. 10 days--recommendation to superintendent for 45 days
  - g. 10 days--recommendation to superintendent for 90 days
  - h. 10 days--recommendation to superintendent for 180 days
  - i. Recommendation to Board of Education for Expulsion
6. Referral to legal authorities (juvenile authorities or police)
7. Restitution for Damages
8. When disciplinary situations occur that are not specifically defined in the policy, the administration will determine disciplinary action to be taken that is appropriate and in the best interest of the school and the student. The list of disciplinary situations identified are not to be considered as an all-inclusive list of possible conditions that will occur during a school year, as unusual situations invariably arise. It is, rather, meant to be a representative listing to be used as a guideline for administrating the building level discipline policy.

# Level One Misconducts

## (Classroom Behaviors That May/May Not Require Referral to the Office)

Procedures: Teachers will clearly communicate classroom guidelines to the students, preferably by displaying a list of appropriate parameters in classroom. Teachers will conference with the student and inform them of the infraction and impending action. Every effort will be made to keep the student in class and direct contact with parents will be required a minimum of one time before referral to the office for classroom misbehaviors.

### Examples of misconduct

1. Not respecting the property of school or others;
2. Using offensive language;
3. Disorderly conduct;
4. Talking without permission;
5. Not being prepared for class;
6. Not following directions of the teacher;
7. School ground disturbance (i.e., hallway, cafeteria, parking lot).

### Progression

Upon determination that disciplinary action should be taken, the teacher will choose the appropriate steps:

1. Assign one alternative classroom hour for classroom misconduct.
  - a. Conference with the student and recommend parent conference
  - b. Make arrangements for homework
  - c. Record infraction and action taken
2. Assign three alternative classroom hours for second classroom misconduct.
  - a. Conference with the student and recommend parent conference
  - b. Make arrangements for homework
  - c. Record infraction and action taken

3. Prior to action taken by the building administrator the teacher will make contact with the parent by phone, written correspondence, or parent conference in order to change behavior.
4. Refer situation to principal to determine appropriateness of disciplinary action.
  - a. Conference with the student and recommend parent conference
  - b. Provide principal with documentation of prior action taken.

### Tardy/Late Policy

**Tardy definition** - students must be in the classroom when the bell stops ringing.

Late to school without verification constitutes a tardy. Tardies are entered into SIS by the teacher. Tardy referrals will be maintained and processed by the office. On the 5th tardy in a week the student will serve a Friday detention or Monday morning detention. When a student is tardy to class 6 – 7 times in a week, the student serves a Saturday detention. When a student is tardy to class 8 or more times in a week, the student will serve 1 day of Alternative Academic Educational Placement (AAEP). A new report and set of consequences will begin each week. The tardy report will run the preceding Friday through Thursday.

Students that are 5 minutes or more late to a class will be treated as being Away from Assigned Area (see consequences on page 21).

### Off-Campus Activities

Off-campus activities/events are considered District events (e.g., basketball game in Columbia, or a soccer match against Centralia, etc.). School/building rules will be enforced at such events, including all student discipline code provisions. Also, the school reserves the right to refer to law enforcement and to expel from such activities/events any person who fails to demonstrate appropriate behavior or conduct suitable for a school activity and/or who is disruptive to the activity or event.

# Level Two Misconducts

## (Behaviors Resulting in Office Referrals)

The range of disciplinary action has been established to provide some consistency in the punishment of the following infractions. **The administration reserves the right to modify these consequences to best meet the needs of the students, the staff and the school.**

BEHAVIOR DESCRIPTION	REFERRALS TO THE OFFICE FIRST / SECOND / REPEATED
1. Skipping/Tuancy	1 Sat Det / 1 AAEP / 3 AAEP / 2 OSS (Students caught skipping/truant will not be permitted to make up work for that period)
2. Away from Assigned Area	Friday Detention / 1 Sat Det / 1 AAEP / 3 AAEP / 2 OSS
3. Cheating	0 for grade & conf with AP / 0 for grade & 1 AAEP / 0 for grade & 3 AAEP / 0 for grade & 2 OSS
4. Public Display of Affection	Warning / Friday Detention / 1 Sat Det / AAEP
5. Refusal to cooperate with classroom/school rules	Warning / 1 hour AC / 3 hours AC / 1 AAEP / 3 AAEP / 2 OSS
6. Disrespect/Defiance by word or action to staff	Remainder of day in AAEP and, or 1 Sat Det / 3 AAEP / 2 OSS / 5 OSS
7. Profanity towards staff	3 OSS / 5 OSS / 7 OSS
8. Vandalism	3 AAEP / 3 OSS / 5 OSS
9. Cussing/Swearing use of unacceptable language or gestures	3 AC / 1 Sat Det / 1 AAEP / 3 AAEP / 2 OSS / 3 OSS
10. School Disturbance - loud arguments, shoving, non physical verbal fights	3 AAEP / 2 OSS / 3 OSS / 5 OSS
11. Boisterous Conduct - shoving, pushing, chasing, stink bombs, play fighting	1 Sat Det / 1 AAEP / 3 AAEP / 2 OSS
12. General Harassment	3 AAEP / 3 OSS / 5 OSS
13. Racial Harassment	5 OSS / 10 OSS / 10+ OSS
14. Possession of Tobacco Products	3 AAEP / 3 OSS / 5 OSS
15. Theft (\$25.00 or less)	3 AAEP / 3 OSS / 5 OSS
16. Theft: Major (>\$25.00)	5 OSS / 10 OSS / 10+ OSS
17. Extortion and threats	3 OSS / 5 OSS / 10 OSS / 10+ OSS
18. Fighting	5 OSS / 10 OSS / 10+ OSS
19. Aggression towards staff	5 OSS / 10 OSS / 10+ OSS
20. Inappropriate Sexual Conduct	5 OSS / 10 OSS / 10+ OSS
21. Under the influence of a controlled substance/alcohol	10 OSS / 10 OSS / 10+ OSS
22. Possession/Sale/Purchase/Distribution of illegal/controlled substances/paraphernalia/unauthorized prescription drug (or look alike item or item represented as such)	10 OSS+ / 10 OSS++ / up to Expulsion
23. Possession/Sale/Purchase/Distribution of Alcohol	10 OSS / 10 OSS+ / 10 OSS++
24. Assault	10 OSS / 10 OSS+ / 10 OSS++
25. Arson	10 OSS / 10 OSS+ / 10 OSS++
26. False Alarms	10 OSS / 10 OSS+ / 10 OSS++
27. Possession/Use of Weapons/Explosives	up to Expulsion
28. Bus Discipline	Possible loss of bus privileges - Refer to "Transportation Policy"
29. Driving	Refer to page #8 - Infractions will result in loss of privileges
30. Electronic Device Violation/Loss of Privileges	Friday Detention / Sat Det / 1 AAEP
31. Littering/Cafeteria Misconduct	1 hour community service/Lunch Detention(s) / Friday Detention/Saturday Detention
32. Gambling cards/ dice	Friday Detention / 3 AC / 1 AAEP
33. Failure to serve Saturday Detention	2 AAEP / 2 OSS
34. Failure to serve Friday Detention	Saturday Detention/ 2 AAEP / 2 OSS
35. Cell Phone Usage	Cell Phone to Office+ parent pick up/ Parent pick up+ Saturday Detention/Parent pick up + 2 AAEP / + 2 OSS
36. Unauthorized prescription drugs on school property	10 OSS + / 10 OSS++
37. Transportation misconduct	see Pages 6
38. Computer/Internet misconduct	see Page 31
39. Failing to sign-in/sign-out	Warning/ Friday Detention/ Saturday Detention/ 1 AAEP/ 3 AAEP

**Students who are assigned seven (7) or more days of AAEP per semester will be given OSS instead.** Up to six (6) days AAEP is considered acceptable to improve behavior. More than six (6) days will result in all future AAEP referrals for that semester being OSS.

# Student Dress Code

The Moberly Public School District encourages all students to dress in a manner that reflects good taste and a style appropriate for regular school day attendance. Students are expected to dress in a fashion which will not:

- A. disrupt the educational process;
- B. constitute a health or safety hazard;
- C. promote the proliferation of gang-related activity;
- D. violate civil law or district policy.

The school administration recommends that each student be well groomed (clean and neatly dressed) at all times. Recognizing that some students will abuse dress privileges, the following limitations will be enforced.

1. **Extreme brevity of attire will not be acceptable.** Examples: excessively short garments, low cut tops, skirts, form-fitting clothing (e.g., biker shorts), bare-midriff clothing (upon raising arms, the student's midriff is exposed), halter-tops, tank and tube tops (unless covered by appropriate outer garments), etc. All shirts must cover the waistband. All shirts/tops must have sleeves that cover the entire shoulder and down the upper arm (at least cap sleeve).
2. All garments are defined by length. If a student's fingertips do not touch the hem of the leg edge, then the shorts are too short.
3. Hats, hoods (hoodies), bandanas, sunglasses, hair combs, hair pics and other forms of head gear shall not be worn within the school and are to be removed upon entering the building.
4. Forms of clothing that must not be worn in school:
  - a. advertisement of alcohol, tobacco, drugs, and other types of controlled substances;
  - b. inappropriately suggestive;
  - c. demeaning to others;
  - d. profane or obscene;
  - e. specifically relate to gang-type activity.
5. No excessively baggy clothes will be permitted. All pants must be pulled up on the waist at all times.
6. Grills (removable teeth decorations) are not to be worn during the school day. They do not contribute to an educational environment.

Any time a teacher or student observes a student who is dressed in such a way that the educational process is being disrupted, the student will be referred to the building administrator, who will make the final determination as to the appropriateness of the student's dress. Students who wear inappropriate clothing will have the option to change or spend the rest of the day in AAEP.

## Medication Administration

The Moberly School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Plan (IEP). The Board recognizes that some students may require medication for chronic or short-term illnesses to enable the student to remain in school and participate in their educational process. District policy **prohibits** students from possessing or self-administering medications while on District grounds, on District transportation, or during District activities unless explicitly authorized in accordance with the ADMINISTRATION OF MEDICATIONS TO STUDENTS policy and Administrative procedures. Students who possess or consume medications in violation of the policy and procedures while on District grounds, on District transportation or during a District activity may be disciplined up to and including suspension or expulsion. (Refer to discipline section and Board Policy JHCD)

The District retains the discretion to reject requests for administration of medication or to terminate existing administration of medication requests. The parent/guardian will be notified in writing when this occurs. The District will not administer the first dose of any medication.

Medications are defined as those drugs prescribed by an authorized prescriber, over-the-counter drugs, alternative/herbal preparations, nutritional supplements, and any substance that claims to have medicinal or performance enhancing properties. Administration routes (methods of delivery) are defined as oral, inhalation, instillation, insertion, and injection.

All medications (as defined above) presented for consideration for student administration must meet the following requirements:

1. Be in the original container/packaging and identify the student by name;
2. For prescription medications, be accompanied by the diagnosis for each medication in the form of a written statement from the prescribing physician on physician letterhead or official prescription document (request this statement at the time of your visit);
3. Be accompanied by the District's Parent Request and Consent for Medication Administration form completed by the parent. This form is down-loadable in PDF format on the District's website [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us). Follow the school health services link and click on "forms" or you can pick up the forms in the main office of each building;
4. Be brought to the student's school by the parent/guardian (or designated adult) and left with the designated building staff;
5. The dosage of the medication is within normal range for the student's age and development according to recognized pharmaceutical guides;
6. All requirements verified by the registered professional nurse prior to administration.

**The school nurse will notify parent/guardian of missing requirements. Parent/guardian should be prepared to administer school doses until medication is approved for administration in the school setting.**

Additional requirements for administration and use by students whose chronic health condition warrants self-administration and possession of his/her medication during the school day, while on District transportation, or during District sponsored activities include, but are not limited to:

1. Prescribing doctor's certification that the student is capable of self-administration, has been instructed in the method of delivery and potential side effects;
2. Instructed in the dangers of and disciplinary consequences of sharing medication;
3. Verification by the age-level RN of student's competency in self-management techniques;
4. Completion and return of the notarized Permission for Student to Self-administer Medication.

### Life-Saving Medications

**The District does not provide life-saving medications.**

It is the responsibility of the parent/guardian to notify the school nurse, provide life-saving medications, and participate in developing an emergency action plan when their child has been diagnosed with a condition that could result in a life-threatening medical event.

In the event of an undiagnosed life-threatening medical event, the building administrator (or designee) will secure emergency medical services and contact the parent/guardian to go directly to the closest emergency department.

The complete policy, administrative procedures, and required forms related to Medication Administration are available in the administrative office and from the school nurse or through the District's website at [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us), follow the school health services link then click on "policies".

## Use of Drugs/Alcohol

The possession or consumption of intoxicants, drugs, or any substance represented as illegal or controlled in the school building, on the grounds, on a bus, or at school sponsored activities is **not permitted at any time**. It results in suspension from school and the notification of the proper legal authorities. Students who must use prescription medication during the school day must check them in at the nurse's office for safekeeping. Students referred to the administration as possibly under the influence may be subjected to a series of sobriety checks to verify level of involvement, including the use of an intoximeter.

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend Moberly School District No. 81. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school property, at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

The districts shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy.

## Use of Tobacco

The Moberly School District has adopted a smoke free policy, which prohibits the use of tobacco products in any form being used on school property at any time. Consequently, the use of tobacco in any form is not permitted on school grounds, and **students found to be in possession of tobacco will have their tobacco confiscated and appropriate disciplinary action will be taken** even if the student is eighteen or older (refer to discipline policy).

## Student Dances

**Students who attend dances (homecoming, prom, and court warming) must fill out a guest application for any student who is not a student at MHS.** Guests may not be over the age of 20. Students from Moberly Middle School will not be allowed at MHS dances. **Students must have 90% attendance to attend dances. (Attendance Make-Up at Saturday Detention and Friday Detention does not apply for the 90%)**

The administration reserves the right to approve or disapprove all outside guests to all dances including Prom.

### Dance Conduct Guidelines

1. Dancing which implies sexual activities, including extensive physical contact, or is considered offensive to onlookers will not be allowed.
2. "Dirty Dancing" or "crowd surfing" is prohibited.  
**Consequences:**

1<sup>st</sup> time: Student will be warned to stop;  
2<sup>nd</sup> time: Student will be told to leave the dance and parents may be contacted.

\*Repeated incidence could lead to a student being banned from dances for the remainder of the school year.

3. Students not in attendance at school on the day of a Friday evening dance will not be admitted to the dance.
4. Students must remain in the building until departing the dance.

## Possession/Use of Weapons

The safety of all students and faculty members within our school is of utmost importance. Consequently, the possession or use of unauthorized weapons at school will not be tolerated, and students doing so will be subjected to the existing discipline policy. Weapons are defined as any object which may be used to inflict bodily harm upon others, such as any firearm, knives, brass knuckles, etc. Students that choose to use weapons in school, or school functions by brandishing or displaying them in a threatening manner or actually harming another may be referred directly to the superintendent of schools for disposition. Possession of firearms on school grounds may result in suspension of up to one year in length. (No concealed weapons)

Weapon Examples are as follows: Firearm, knife, brass knuckles, blackjack, explosives, explosive weapons, gas gun, a projectile weapon or any implement that is used to harm another student or staff person.

## Searches and Seizures

Moberly High School reserves the right to insure that all students and staff have a safe environment. At times when there is a reasonable suspicion, there may be a need to make searches and seizures at MHS. While on school property, MHS administration may conduct appropriate searches of persons, book bags, cars, lockers, and other property.

Computer Files created and/or stored on the Moberly Public School server are considered property of the MPS and can also be searched.

## Inappropriate Sexual Conduct

All students at Moberly High School have the right to attend classes in a safe and orderly environment. They should be free of harassment by other students, especially that which is of a sexual nature. Inappropriate sexual conduct is a rather serious matter with the potential for creating long-term physical and emotional trauma for those involved.

Students may experience harassment that is unique to their situation, some of which may not be immediately recognized as inappropriate sexual conduct, but which may support a potential claim against the district and/or employee if not remedied. Such inappropriate sexual conduct may include, but is not limited to, the following:

1. Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on school premises;
2. A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment;
3. Interfering with a student's achievement in a predominantly or

historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class; purposefully limiting or denying students access to educational resources because of their gender;

4. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Inappropriate sexual conduct toward students by adults who otherwise come within this policy is absolutely prohibited regardless of whether the conduct is "welcome".

Students who believe that they (or others) are being subjected to conduct that could constitute sex-based discrimination, sexual harassment, or any other type of inappropriate sexual conduct should consult the District's Nondiscrimination Compliance Statement provided previously within this Handbook, the grievance policy AC-R set forth in this Handbook, and/or the District's compliance coordinator for Title IX:

Mr. Tim Roling  
Assistant Superintendent  
Moberly School District  
926 KWIX Road Moberly, MO 65270-3813  
Phone: (660) 269-2600

## Inappropriate Conduct on Basis of Other Prohibited Categories

In addition to freedom from inappropriate sexual/gender-based conduct, students at the High School should also be free of discrimination, harassment, and all other inappropriate conduct on the basis of all other legally protected categories, including: race, color, religion, national origin, age, and disability.

Students who believe that they (or others) are being subjected to conduct that could constitute discrimination, harassment, or any other type of inappropriate conduct on the basis of race, color, religion, national origin, age, and disability should consult the District's Nondiscrimination Compliance Statement provided previously within this Handbook, the grievance policy AC-R set forth in this Handbook, and/or the District's compliance coordinator below:

Coordinator for Title VI  
Mr. Tim Roling  
Assistant Superintendent  
Moberly School District  
926 KWIX Road  
Moberly, MO 65270-3813  
Phone: (660) 269-2600

Coordinator for IDEA, Section 504, and ADA  
Mrs. Kelley Speakor  
Director of Special Services  
Moberly Public School District  
926 KWIX Road  
Moberly, MO 65270  
Phone (660)269-2693

## Hazing/Bullying

Hazing and Bullying will be considered under harassment in the discipline policy.

Hazing is defined as any activity that 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 purpose of initiation, affiliation, admission, membership, or maintenance of membership in any organized group.

Bullying is repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical violence, verbal taunts, name calling, put downs, threats, extortion or theft, and damaging property.

## School Property

Destruction or defacement of school property is grounds for suspension.

Payment for replacement, repairs, and labor is expected by person or persons responsible for destruction or defacement (i.e. Gum on carpet).

## Food, Candy, Soda

Food, candy, and soda will be allowed in the classroom at the teacher's discretion. No food, candy, or soda will be allowed in the Computer Lab, Auditorium, or Gymnasium. Students and teachers are responsible for this privilege. Abuse of this privilege or lack of responsibility will result in loss of privileges. **If you make a mess, clean it up.**

## Cellular Phones and Audio Visual Devices

Possession of electronic devices while at school not only increases the potential for theft to occur, they have the potential of being very disruptive. Students who disrupt the school or classroom through the use of audio-visual devices, or use them for inappropriate activities will be dealt with through the disciplinary process and are subject to having their devices confiscated. **Cell phones must be turned off and not be visible upon entering the building at the beginning of the day and remain that way during school hours.** If a cell phone is out or is heard (i.e. ring, alarm, vibration) during the school day the discipline policy will be enforced.

Student use of MP3 players or iPods will be allowed in classrooms at teacher discretion. At no point will use of these devices be allowed during teacher-led instruction.

**Laptops may be brought for working on school work only. They are brought at the student's own risk.**

Moberly High School is not responsible for loss or theft of these items while on school property.

## Privileges Concerning School Discipline

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by

state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline. Students forfeit their right to a public school education by engaging in conduct prohibited in the MHS discipline code and related provisions. Disciplinary consequences include but are not limited to withdrawal of school privileges (athletics, student clubs and activities, school driving and parking, and school social events) .

**Social Probation**

A student may be placed on social probation as an additional result of school discipline. Social probation prohibits a student from attending any school sponsored event after school hours or on the weekends. This includes events hosted by MHS and events hosted by another district where the school is a participant. Events include, but are not limited to: athletic events, band and choir concerts, school plays, club activities, speech/debate performances, school dances, and graduation ceremonies. A student may still participate in a school activity or athletic event during the probationary period, but only under the direct supervision of a staff member, coach, or sponsor. Students placed on social probation will remain on social probation throughout the assigned period of time designated by the building’s administration.

Students may be assigned social probation for the following:

1. Accumulating 5 days of AAEP during one semester;
2. Receiving OSS at any time during a semester;
3. Misconduct during extracurricular and other school sponsored events.

A student may also be denied the opportunity to participate if he/she is a member of an athletic program or school sponsored organization during the time he/she receives social probation. This action will be at the discretion of the coach or sponsor and based upon team or organizational rules and expectations.

## Adjusted/Weighted Grades Policy

The Moberly High School Adjusted Grades Policy will take effect for the graduating class of 2008. Beginning with that class, adjusted grades will be used to calculate Top 10%, Top 5% and other academic awards.

The Adjusted Grades Policy will affect scores in the following specific, current MHS courses: AP American History, AP English, American Literature, Calculus, Physics, Pre Calculus, Speech , AP Biology, Chemistry II, and English Literature.

Additional classes may be added later. Not all dual credit courses will have weighted grades, and some classes that are not dual credit may be weighted. The decision to increase the number of courses offered for adjusted grades or to change the policy in other ways will remain with the MHS administration, with input from the MHS department chairs and the Board of Education’s final approval.

**Academic Honors are figured on the total number of credits taken. Students and parents need to understand that taking more or less credits, both weighted and nonweighted, will affect the final GPA. If you have any questions or concerns, consult the counselors for further clarification.**

A course with adjusted grades will include several requirements or characteristics, including the following:

- Adjusted grades will be considered only for junior/senior courses;
- Any class with an adjusted grade scale will include a comprehensive semester final that constitutes 10% of the semester grade;
- Anyone taking the course will receive the adjusted grade (whether taking the class for dual credit or not);
- A student may receive adjusted grade credit only once for the same course;
- Grades may be set up in a contract format, with higher level work resulting in a higher grade; examples of possible course criteria include oral reports, research and application projects, minimum exam averages, etc. The adjustment in “adjusted grades” will come with the calculation of grade point averages. Classes with adjusted grades will be averaged on the following scale, as opposed to the standard 4.0 scale (Percentages required for particular letter grades will be consistent with district-wide policy):

%	Letter Grade	Grade Scale
95 – 100	A	5.00
90 – 94	A-	4.67
87 – 89	B+	4.33
83 – 86	B	4.00
80 – 82	B-	3.67
77 – 79	C+	3.33
73 – 76	C	3.00
70 – 72	C-	2.67
67 – 69	D+	2.33
63 – 66	D	2.00
60 – 62	D-	1.67
00 – 59	F	0.00

## Scheduling Procedures

**Grades and Credit**

The following policy will be followed concerning student grades and credit:

1. Students dropping school prior to graduation should see their guidance counselor and follow proper procedure required to officially drop.
2. Students dropping school prior to the end of a semester will receive no credit.
3. Students transferring to Moberly High School from another school after a semester has started will not lose credit.
4. Students not currently enrolled in any school, but enrolling at Moberly High School after a semester has been in session for four weeks or more will not receive credit for that semester.
5. Any student, sixteen years of age or older, who plans to transfer from Moberly High School to a high school outside the Moberly School District must see his or her counselor so that proper preparations can be made. All books must be returned and money owed the school must be paid before a copy of grades earned can be sent to the receiving school.
6. Students may be dropped from school because of excessive absences and will receive no credit for the semester in which they were dropped.
7. Students can only audit a class if they have taken the course previously for credit. Some courses require teacher approval.
8. Students at Moberly High School can not take a dual credit course for college credit without getting high school credit.

## Schedule Change Policy

Schedule changes will be allowed on a very limited basis according to the following policy:

**First Semester:** Changes will be made prior to the beginning of school during the week of schedule changes. Students needing to change their schedules after that week and before the first day of classes must arrange a conference with parent, counselor, and administrator. No schedule changes will be made on or after the first day of school (exceptions will be on a case by case basis—with exceptions for CIE/work related issues). No schedule changes will occur on or after the first day of school without principal permission.

**Second Semester:** Changes will be allowed five days prior to the end of the first semester. Teacher recommendations will be considered before schedule changes are approved.

The following guidelines will be followed in dealing with all schedule change requests:

1. Schedule changes will not be made for the purpose of changing teachers or rescheduling assigned time.
2. Students must be enrolled in at least 6 units of credit if an elective course is dropped. The student must also carry at least 3 full credits each semester.
3. Students are not added or dropped from courses until all proper forms have been completed, signed, and returned to their counselor.
4. The guidance office will notify teachers when students have officially been added or dropped from courses.
5. Students may withdraw from a two semester class the first two weeks of second semester if the following conditions are met:
  - a. written parental permission is provided;
  - b. the class is not a required course;
  - c. student will still be enrolled in at least 6 units of credit for the school year and a minimum of 3 units of credit per semester.

## Graduation Requirements Class of 2010 and Above

1. Graduation requirements for Moberly High School as established by the Moberly Board of Education in accordance with the requirements of the Missouri State Department of Education are as follows:

Language Arts I	(1 Credit)
Language Arts II	(1 Credit)
Language Arts III	(1 Credit)
Language Arts Elective	(1 Credit)
Social Science I	(1 Credit)
World History	(1 Credit)
American History	(1 Credit)
Mathematics	(3 Credits)
Science	(3 Credits)
Fine Arts	(1 Credit)
Practical Arts	(1 Credit)
Physical Ed.	(1 Credit)
Health	(.5 Credit)
Personal Finance	(.5 Credit)
Electives	(7 Credits)
Total	24 Credits

2. All students must pass a United States Constitution Test and a Missouri Constitution Test during high school prior to graduation. These will be taken during 9th grade in Social Science I.
3. Eight (8) semesters of high school attendance is required. (A semester of attendance is defined as receiving grades for that semester.) Exceptions may be made by petitioning the Board of

Education (subject to Board approval).

4. Transfer students may not bring in courses taken in 8th grade to count as high school credit. Courses such as foreign language or Algebra I may be recognized for placement in the next level and may count toward college certificates, but do not count as a high school credit earned.
5. Complete a computer course in grades 7-12.
6. Maximum of two (2) units of correspondence credits will be accepted for graduation with the exception of MOVIP classes.

## Early Release Program

Students are required to be enrolled for a minimum of 6 units of credit at all times, unless prior approval is granted by the principal. The Missouri State Education Department requires a student to be enrolled four years in an accredited high school before a diploma can be granted. There are certain exceptions to this requirement of four years attendance. Exceptions are as follows:

1. Students must have completed the minimum units of credit required by the State Department of Education and any additional units required by the local Board of Education.
2. Students must have a special need to leave high school in less than four years and must have an appropriately planned educational experience in college, vocational school, or an approved apprenticeship on-the-job training for the remainder of the four years.
3. Students meeting the above conditions to the satisfaction of school officials may be permitted to leave school before completing four years (but not less than three years) attendance if the school officials feel it is in the best interest of the students, school and community. A transcript shall be given to each student showing the credits earned and the conditions under which a diploma will be granted in the future.
4. Students successfully completing the approved planned educational experience (as outlined above) shall be eligible to receive their high school diploma with their graduating class.

Moberly High School students must have 24 units of credit; finished their 11th year; and made application showing their special need to leave high school in less than four years as specified in #2 above.

The application will be reviewed by a special committee made up of the Moberly High School principal and counselors. If the request is granted, the student will be given a contract setting forth conditions that must be followed by the student.

If the contract terms are not followed, the student will not receive his or her diploma. Students must make arrangements with their counselor during their sixth semester if they plan to be released the seventh and eighth semesters. Students who plan to be released at the end of the seventh semester must make application at least three weeks prior to the end of the time of release. A student accepted in the release program will not be eligible for a diploma until the end of the eighth semesters and completion of all other requirements. Students who go through the early release program will not be allowed to attend or participate in student dances or attend extra-curricular activities.

Students participating in the early release program may elect not to participate in the commencement exercises since some may be attending college or trade schools outside the Moberly School District. Those who do wish to participate will be expected to attend all practice sessions and fulfill other requirements.

## Dual Credit Courses

Moberly High School has entered into an agreement with Moberly Area Community College to offer dual credit courses for senior high

school students. The purpose of the dual credit program is to promote enrichment and advanced placement learning opportunities for students, enabling Moberly juniors and seniors to receive both high school and college credit for courses taken through Moberly Area Community College.

Moberly high school students who have been promoted to junior or senior standing will be eligible to participate in this program by:

1. Approval of the Moberly High School Principal and Assistant Superintendent;
2. Enrolling in at least one course for credit at Moberly High School;
3. Meeting the entrance requirements of MACC;
4. Satisfying the prerequisite courses or skills required by MACC;
5. Approval of parents, signified by the signing of an agreement form;
6. Maintaining resident or non-resident enrollment at MHS.

Hours earned in Dual Credit courses taken as a part of an AA degree will transfer to other Missouri Public Institutions under [College Transfer Guidelines for State Transfers and Articulation among Missouri Colleges and Universities](#). For more information concerning Dual Credit courses, contact your guidance counselor.

## Student Government

The Moberly High School student governing body is the [Student Senate](#). Senate is made up of four elected representatives from each class, the class president of each class, and the four student body officers. Activities for the Student Senate include school spirit projects, the annual Blood Drive, various dances and related activities throughout the year, organizing the student election process and acting upon proposals and resolutions brought before the student governing body. Mr. Tim Barnett is the lead sponsor.

An additional student representation body will be formed known as [Class](#). The intent of this organization is to provide an opportunity for a larger group of students to have a say in what happens in our school. These students will bring concerns, suggestions and ideas from their individual student groups to the class.

## Graduation

Moberly High School's Graduation date is set by the Moberly Board of Education. The ceremony is held at MACC. This ceremony is a formal event that celebrates the accomplishments of the entire class. Any disruptive behavior will result in the removal of the students and/or guests. Students participating in the ceremony are **NOT** to decorate their cap or gowns. **ANY** student choosing to do so will not be allowed to participate. Students **must be** at the graduation practice or be excused by a member of the MHS Administration. If a graduate is not at practice without permission, they will not be allowed to participate in the graduation ceremony. The graduation practice will be scheduled and announced several times to insure that all graduates are aware of practice location and times.

## National Honor Society

Each spring, all Moberly High School students who are in 10th, 11th, or 12th grades and have at least a 3.3 GPA are issued an invitation to apply for membership in NHS. Students who choose to return the completed invitation are rated by the entire faculty on a one-to-four point scale concerning the four qualities held in high esteem by NHS: scholarship, service, leadership, and character. Faculty members are also encouraged to comment to the previously mentioned qualities.

Using these ratings and comments, a faculty council of instructors chooses the new NHS members, who become full members as soon as the results are announced. Those students not selected are encouraged to re-apply at the next evaluation.

A student who exercises the quality of leadership successfully holds offices or positions of responsibility, conducts business effectively and efficiently, demonstrates reliability and dependability, shows academic initiative, and inspires positive behavior in others.

A student who exemplifies the quality of service willingly undertakes actions that are done with or on behalf of others without any direct financial or material compensation to himself or herself.

A student of character demonstrates the qualities of respect, responsibility, trustworthiness, fairness, caring and citizenship.

The following outlines the procedure for students to be accepted into the National Honor Society:

1. Students fill out applications;
2. Applicant Rating Form goes out to each teacher to be rated and commented on;
3. Applicant Rating Form is tallied based upon scores from 0-4. A score of 4 being the highest. A score of 0 is the lowest.

Applicants are scored in three areas:

- Character;
- Leadership;
- Service.

These factors are to be considered by the faculty when evaluating applicants:

- All activities that are school related;
- Athletics;
- Behavior in hallways / lunchroom;
- Classroom;
- Teachers also need to rely on observations of students interacting with other teachers and other students in their evaluation process.

4. Applicants are then discussed and voted on by a Faculty committee. The factors considered are:
  - Application;
  - Scores in each category;
  - Teacher comments;
  - Council comments.
5. Appeal process invoked and reviewed by Administration.

## MSHSAA Board Policy on Use of Drugs, Medicine and Food Supplements in Interscholastic Sports

*"School personnel and coaches should not dispense any drug, medication or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals and senior administrative personnel of the school or school district.*

*Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel or coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.*

*In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel or coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.”*

## C.A.R.E. Team Program

Moberly Public Schools has implemented a Student Assistance Program designed to assist students experiencing difficulties in school. The high school has formed a team of educators known as a C.A.R.E. (Caring And Reaching Educators) Team who have been trained in this type of activity. These educators take students who are referred to them as being at-risk and experiencing difficulties in school, and use whatever school and community resources available to assist them in school. Students may be referred to the program by teachers, counselors, administrators or parents by contacting the high school office or counselor's department.

## Teen Moms Program

All girls who are pregnant or have a child are encouraged to attend the Teen Moms group meetings. The meetings consist of discussion, information and support from other young mothers. Some meetings have been centered on time management, teaching and playing with your child, safety, accessing financial aid, nutrition and childcare.

This is not a class, but is an excused absence from class and those attending should report directly to the meeting. The group is sponsored by Parents As Teachers and questions about it can be addressed to your school counselor.

## A+ PROGRAM - Student Benefits and Eligibility Requirements

Students who have entered into an agreement with our high school A+ coordinator and who have met the eligibility requirements listed below may be eligible for state reimbursement for the cost of tuition and fees while attending any Missouri public community college, or post-secondary vocational or technical school as a full-time student (pending available state appropriation funding):

1. have attended a designated A+ School for three consecutive years prior to high school graduation;
2. graduated from high school with a grade point average of 2.5 points or higher on a 4.0 scale;
3. have at least a 95% attendance record for the four-year period;
4. performed 50 hours of unpaid tutoring or mentoring for younger students;
5. maintained a record of good citizenship and avoided the unlawful use of drugs (including alcohol);
6. attempted to secure all student federal financial assistance funds that do not require repayment;
7. enrolled in and attended on a full-time basis, a Missouri public community college or post-secondary vocational or technical school, maintaining a GPA of 2.5 or higher on a 4.0 scale.

## Publications

A yearbook portraying the events of the school year will be published and made available for purchase by students in the school. A pictorial

record of the school year will help students to recall many memories of this school year.

The School Newspaper Class will publish the school newspaper in print form.

## Student Charges

Textbooks will be furnished by the district without charge to the student. In some cases a student may want to purchase paperbacks used in some classes. Textbooks furnished by the Moberly School District are on a loan basis. Students will be charged for damaged or lost books.

Students are responsible for all items such as locks, books, equipment, etc. loaned to them by the school. These items must be returned on time and undamaged. Charges will be assessed on items loaned to students that are returned damaged or are lost.

Students will be required to take care of all their current fines before graduation. Sponsors will provide a list of those students still owing money to help facilitate the payment of these fines.

**Students who owe fines may lose privileges to attend extracurricular activities such as athletic contests or dances (ex. Prom/Homecoming Dances).**

## Student Identification Cards

Identification cards will be issued at the beginning of school. Students must carry them at all times. If the I.D. card is lost, a new I.D. card must be obtained from the office. I.D. cards will be used as hall passes, admission to the cafeteria for lunch, to check out materials in the IMC, and to receive a reduced admission price for most school activities. Cost of I.D. card replacement is \$2.00. I.D. cards should be surrendered when requested by MHS staff.

## Student Transcripts

A student's cumulative record is a private document entrusted to the care of the administration of the school district. The following guidelines are established in honoring a request for copies of an individual's records:

1. The guidance secretary/registrar will handle all requests, preparation, disposal and recording of requests on the transcript.
2. Business establishments and/or prospective employers may receive a student's transcript upon the student's request. A transcript release form must be signed by the student before the transcript will be sent.
3. A student's transcript is available to the student, but shall be designated as unofficial.
4. Each transcript request must be recorded on a student's cumulative record in one of the following areas: record entries, withdrawals, re-entries, and transcripts sent or received area or miscellaneous area or same.
5. Students must have all school debts paid before transcripts will be sent.
6. Following graduation from Moberly High School, each graduate will be obligated to pay \$5.00 for each transcript requested.

**MHS will be closed during the month of July, so students will need to send their transcripts out before July 1, or after July 31.**

# Special Educational Services

Each child with a disability who resides within the Moberly Public School District, including those who attend private or parochial schools, are provided a free and appropriate public education.

The district provides special programs to meet the individual needs of these students. Disabilities include: learning disability, speech disorders (voice, fluency, or articulation), physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. However, in some cases, the district may provide services in a program outside of the district.

Moberly Public Schools are also required to maintain a census of all individuals with handicaps under the age of 21 who reside within the district. The public is asked to assist the district with this census by providing the following information: the child's name and date of birth, the name and address of the child's parent or guardian, the handicapping condition(s) of the child and services presently being provided to the child.

## Discipline of Students with Disabilities

It is the goal of the Moberly School District No. 81 to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime. The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

## Homeless

The federal No Child Left Behind Act of 2001 includes a provision to make sure that homelessness does not cause children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held. If, due to a lack of housing, you must live in a shelter, motel, vehicle, or campground; on the street; in an abandoned building, trailer, or other inadequate accommodations; or doubled-up with relatives or friends; then according to the McKinney-Vento Homeless Education Assistance Act, you are considered homeless. Homeless students have the right to enroll in school and are entitled to a free and appropriate public education. If you are homeless, please notify the building administration or contact Kelley Speakar, Director of Special Services and Homeless Coordinator, at (660) 269-2693.

## Special Education Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade

to grade. The Moberly School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Kelley Speakar, Director of Special Services, at: 1623 Gratz Brown, Moberly, Missouri, 65270-3813, (660)269-2693.

This notice will be provided in native languages as appropriate.

## Discretionary Homebound Instruction

If a student has an extended medical problem that will cause ten or more days of absence, the parents may notify the Principal, who will provide the parent/guardian with the application form for Homebound Instruction. Upon approval of Homebound Instruction, the student will be counted present in school. The decision to offer homebound instruction is a District decision based upon its sole judgment, discretion, and assessment of the application. There is no entitlement to Homebound Instruction, and the District may choose not to implement a program of Homebound Instruction or to discontinue the program at any time and for any reason.

## Graduation and Grading Policy

Special education students with an Individualized Educational Program (IEP) will be awarded a diploma if:

- A. Their achievement level in both their special classes and their regular education classes is deemed commensurate with their ability to perform. Tangible evidence of this assessment will be the awarding of a passing academic grade (P or better) in the special classes and a passing academic grade or a “credit” grade in the mainstream courses. A “credit” grade may be awarded when the student’s effort is evaluated as being satisfactory, but his/her performance is unsatisfactory according to standard grading procedures. A “P” grade is not given a numerical value for calculation into a GPA score.
- B. They complete the state minimum graduation requirements via the above described method.

### Exceptions:

Exceptions to specific graduation requirements may be made if a student is unable to meet the requirements due to circumstances beyond their control (ex: students transferring from other schools or states with different or fewer total graduation requirements). The administration and the special education department will make decisions on cases such as this cooperatively with the final decision resting with the administration.

Students eligible under the Individuals with Disabilities Education Act who will have completed four years of high school at the end of a school year may participate in the graduation ceremony of the student’s high school graduating class and all related activities if the student’s individualized education program prescribes special education, transition planning, transition services, or related services beyond the student’s four years of high school, and the student’s individualized education program team determines the student is making satisfactory progress toward the completion of the individual education program and participation in the graduation ceremony is determined appropriate. Students may only participate in commencement and related activities one time.

Should you know of a child eligible for inclusion in the census, and the child is not attending school (pre-school or post-school age), please contact:

Mrs. Kelley Speakar,  
Director of Special Services  
Moberly Public Schools  
926 KWIX Road  
Moberly, MO 65270  
(660) 269-2693

or

Mr. Tim Roling,  
Assistant Superintendent  
Moberly Public Schools  
926 KWIX Road  
Moberly, MO 65270  
(660) 269-2625

If you know of a student with a disability attending school, who is not receiving special services, please contact the child’s principal.

## Food Service

A breakfast and hot lunch program is provided for students in all buildings in the Moberly Public School District. Students will not be

allowed to charge for breakfast or lunch. Money may be added to a student lunch account by visiting the high school office or the student may pay in the cafeteria prior to purchase. Parents are encouraged to fill out an application to determine if their children qualify for free or reduced price food service.

### Free and Reduced Price Food Services

Eligible students, as determined by appropriate school officials based on guidelines established under the national school lunch program, will be provided nutritionally acceptable meals at no cost or at a reduced cost, if they are unable to pay the regular price.

The criteria for determining a student’s need and the procedures for securing “no-cost” and “reduced-cost” lunches for the student will be outlined and made known each year by the Board of Education. The criteria and procedures are established at the state/federal level.

Applications for “free and reduced” price meals may be picked up in the Assistant Principal’s Office. Parents may apply any time throughout the school year for services.

If required by law, the district will establish a school breakfast program and a summer food service program for eligible students or will adopt a resolution requesting a waiver excusing the district from these requirements. Such writing shall be filed with the Missouri Department of Elementary and Secondary Education and shall be valid for a period of three years.

The students who participate in “no-cost” or “reduced-cost” meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff members as needed to make the special arrangements for the students.

## Insurance

School insurance will be offered at the beginning of each school year. The cost is minimal compared to the potential cost of medical care.

**The school district does not carry insurance to cover school-related injuries to children.** Parents are encouraged to take advantage of this service. Insurance forms will be given to parents when they enroll their child or may be picked up in the school office at any time.

## Assessments

Assessment is an integral part of the education process. Regular assessments can be beneficial both for the students and for the school in evaluating objectives mastered and the quality of instruction. In the past high school students have taken the MAP test (Missouri Assessment Program). The Missouri Department of Elementary and Secondary Education has changed the state assessment for high schools. No longer will students take grade-span tests covering broad content areas. Starting in the 2008/2009 school year, students now take End of Course (EOC) exams assessing student knowledge and skills in specific course-level expectations. The courses tested for the 2009-2010 school year are as follows: Language Arts I, Algebra II, Integrated Mathematics II and III, American History, and Government.

Other assessments given throughout the year include the PLAN test, a voluntary practice ACT test for sophomores that includes a career exploration component. Juniors may volunteer to take the PSAT/NMSQT test. Students scoring well on this test may qualify for National Merit Scholarships. As part of the career exploration that the counselors do with students, freshmen are given the Choices or Kudders, or other alternative assessments tests and sophomores take the Armed Services Vocational Aptitude Battery (ASVAB). Seniors also take the ASVAB in the fall. In the spring, all juniors are administered the SCAT (School

College Ability Test). This score can be used on college and scholarship applications. The ACT is given three times throughout the year-October, December, and April.

## Weather Related Early Dismissal or Cancellation

Please listen to the area radio stations for school cancellations or early dismissals.

We also encourage you to sign up for Spartan Alerts, a text messaging service, by clicking on the link found on the district website [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us).

## Crisis Management Procedures and Drills

### Campus Intruder

The alert signal for a campus intruder will be a basic warning announcement given over the public address system. The announcement would direct all students, staff, and visitors to the nearest safe and secure location. The door should be locked, the blinds closed, the lights turned off, and the group quietly positioned against the door wall in the most non-visible corner of the room. A description of the intruder will be given over the public address system. In the event the public address system would be ineffective or unable to be heard, a series of three short tones, repeated intermittently, would indicate a campus intruder alert situation and the need to take safety actions.

### Fire/Evacuation

Periodic fire/evacuation drills will be held. The alarm is a continuous tone. Evacuation routes are posted in each room. Please observe the following points:

1. Close windows;
2. Walk rapidly, single file; do not run or talk;
3. Take purses or valuables with you. Leave books and class materials behind;
4. Go at least 100 feet from the building. Do not block driveway. Do not re-enter the building until all clear is sounded;
5. Stay with your group or class.

### Tornado Drills

Everyone should prepare for tornado drills at once. You should be aware it might be necessary to change these plans in the event of a serious threat. The alarm will be a series of short tones, or an announcement over the intercom. Please observe the following points:

1. Stay calm;
2. Students in an interior classroom will remain in that classroom;
3. Students in an exterior classroom will proceed in an orderly fashion to a designated interior classroom;
4. Students in the gym will proceed to the locker rooms;
5. If students are outside and do not have time to move into a safe building, they should lie flat in the nearest depression or ravine;
6. All students should stay away from the gym and glass windows.

### Earthquake

Earthquake drills will be conducted periodically. Please observe the following:

1. Students should be instructed to move away from windows and other possible hazards;

2. Students should be instructed to get under a desk, table, or other shelter or against an inside wall- If the shelter moves, move with it, and stay under it;
3. Student should assume the DROP position and be silent so directions can be heard above the noise of the earthquake;
4. Students should stay in the DROP position until the earthquake is over and/or further instructions are given;
5. After the initial shock and things settle down, students and teachers will evacuate classrooms being alert to the possibility of aftershocks.

## School Calendar

The school activities calendar is available on the district's Internet website at [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us).

## Distribution of Non-curricular Student Publications

- I. **Guidelines** - Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except those which:
  - A. Are obscene to minors;
  - B. Are libelous;
  - C. Are pervasively indecent or vulgar (secondary schools)/ contain any indecent or vulgar language (elementary schools);
  - D. Advertise any product or service not permitted to minors by law;
  - E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin);
  - F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (A) through (D) to any student is prohibited. Distribution on school premises of material in categories (E) and (F) to a substantial number of students is prohibited.

- II. **Procedures** - Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or his or her secretary 24 hours in advance of desired distribution time, together with the following information:
  - A. Name and phone number of the person submitting request;
  - B. Date(s) and time(s) of day of intended display or distribution;
  - C. Location where material will be displayed or distributed;
  - D. The grades(s) of students to whom the display or distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

- III. **Time, Place and Manner of Distribution** - The distribution of written material shall be limited to a reasonable time, place and manner as follows:
- A. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of the activity.
  - B. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school.

IV. **Definitions** - The following definitions apply to the following terms as used in this policy:

- A. "Obscene to minors" is defined as:
    - 1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
    - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to who distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
    - 3. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- "Minor" means any person under the age of 18.
- "Material and substantial disruption" of a normal school activity is defined as follows:
- a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school

boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- B. "School activities" means any activity of students sponsored by the school and includes - by way of example, and not by way of limitation - classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
  - C. "Unofficial" written material includes all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
  - D. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
  - E. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school, which are generally frequented by students.
- V. **Disciplinary Action** - Distribution by a student of unofficial written material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

## School Health

Students who are injured, or become ill at school, will be sent to the health office. If the illness is considered to be of such a nature that the student should go home, the student's parents will be informed by telephone.

On Medication procedures, read page 21 of MPS Student/Parent handbook.

## Immunization State Law

The State Law of Missouri requires proof of immunization of all public school children. Proof of immunization must be provided by the parents upon their child's entry into the Moberly School System. Students will not be admitted to school without proper immunizations. A summary of the Missouri Immunization Rule (CD31) can be obtained from Moberly Board Policy, or from your child's school health nurse.

## Communicable Disease Policy

A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that:

- 1. the student is no longer infected or liable to transmit the disease; or
- 2. the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Those students who have an immunization exemption card in their file shall be excluded from attendance to public school until the county health department provides evidence that an epidemic is no longer a threat. By enforcing the state communicable disease regulation, excluding children who are ill, and promptly reporting all suspected cases of communicable disease, personnel working with children can help ensure the good health of the children in their care.

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

The district will implement reporting and disease outbreak control measures in accordance with 19 CSR 20-20.010 through 20-20.060 and 20-28.010. Recommended procedures are detailed in Board Policy JHCC.

### Head Lice

The Centers for Disease Control and the Missouri Department of Health and Senior Services removed head lice from the contagious disease roster because head lice do not spread any type of disease causing bacteria or virus that directly result in an infection.

Moberly Schools does not perform routine (regularly scheduled) school-wide screening for head lice except that the Kindergarten – second grade population will be screened upon return to school from periods of closure greater than five (5) days. Should two or more cases of live lice be identified in the same class, then arrangements will be made to screen that specific population.

When live lice are found, all other known students attending Moberly Schools living in the identified child's household will be screened for the presence of live lice. The parent/guardian will be notified of which students to pick up. Parents/guardian (or designated adult) will be instructed in current treatment and eradication methods when they arrive to pick-up the first identified student and will be required to indicate that instruction took place by signature. To avoid repeat instruction when picking up other identified students at a different school, parent/ guardian (designated adult) should present a copy of the signed instruction form to the school nurse or designated office staff.

Exclusion of the student(s) identified with live lice will not exceed 24 hours. The parent/guardian (or designated adult) will return with the student and be present during the mandatory re-screening of the student prior to returning to the classroom setting. An additional re-screening will be conducted 6-10 days following the original exclusion. Should live lice be found during the re-screenings, then the instruction, exclusion, and re-screening will be repeated until such time as there are no live lice on the student(s) originally identified with live lice.

Students identified with only head lice eggs (commonly known as nits) will not be excluded from school. Parent/guardian (or designated adult) will be notified and instructed in lice egg removal techniques in writing. Students with head lice eggs only will be re-screened on day five (5) for the presence of live lice. If live lice are found then the above procedure for live lice will be implemented. If only lice eggs are present, then parent/guardian (or designated adult) will be reinstructed in removal techniques.

Parents/guardians of students identified with live lice or only lice eggs for the third time will be referred to the District's social services coordinator for the purpose of determining barriers that are preventing the student(s) from being free of live lice or lice eggs.

Parents/guardians of students identified with live lice or only lice eggs for the fourth time will be referred to the building administrator. The building administrator may report the matter to the Children's Division of Social Services.

Confidentiality of student(s) will be maintained in accordance with Board policy.

Prevention education will be distributed to families during August and January annually.

## Technology Usage

For a copy of the Technology Usage Policy see: [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us).

### Internet/Network Usage Agreement

The internet/network usage agreement provided for by Board policy EHB and EHB-R must be signed and on file prior to use of any school district computers.

The purpose of the district's internet access and other technological resources is to support and enhance learning and teaching by providing students and faculty with the tools necessary to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment of the work force and will ensure that teachers and other staff have access to the latest in research materials.

Because of the far-reaching implications of these resources, the Board realizes that parameters must be set to assure that activities, which are not appropriate to the learning environment, do not take place. Acceptable uses of the computer resources are activities resulting from specific tasks and assignments, which support learning and teaching, promote the district's goals and objectives and advance the mission of the district. Unacceptable uses are those which violate the rights to privacy of others; violate copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files or messages that are profane, obscene, or that use language that is offensive or degrading to others.



The school district is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and for abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. The administration may develop rules and regulations to help ensure that this information resource is used in accordance with acceptable guidelines. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate uses of technological resources and for assuring that students understand that if they misuse them, they will lose their access.

All users of the district's computer resources are responsible for this use. Computer use at school must be safe to promote opportunities to learn. Our goal with our discipline plan is to positively modify the negative behaviors of students.

OFFENSE	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral
Sharing login information	Computer restriction-30 school days	1 AAEP/ Computer restriction-90 school days	3 OSS/ Computer restriction indefinitely
Attempting to evade school filtering	Computer restriction-90 school days	3 AAEP/ Computer restriction-180 school days	3 OSS/ Computer restriction indefinitely
Instant Messaging, Blogging (not under teacher direction), and chatting	Computer restriction-90 school days	3 AAEP/ Computer restriction-180 school days	3 OSS/ Permanent Computer restriction
Pornographic or Inappropriate Pictures	3 AAEP/ Computer restriction-90 school days	3 OSS/ Computer restriction-180 school days	5 OSS/ Permanent Computer restriction
Pornographic acts	5 OSS/ Computer restriction-90 school days	10 OSS/ Computer restriction-180 school days	10 OSS + Referral to Supt./ Permanent Computer restriction
Misuse of district-provided e-mail or login for threatening, cyber bullying, misrepresentation, or for monetary gain.	5 OSS/ Computer restriction-90 school days	10 OSS/ Computer restriction-180 school days	10 OSS + Referral to Supt. Permanent Computer restriction
Hacking/Vandalism to computer or network/ system including but not limited to vandalism programs (i.e. worm, Trojan)	10 OSS/ Computer restriction-180 school days	10 OSS + Referral to Supt. Computer restriction indefinitely	

For a complete copy of the district technology policy, refer to the Moberly Schools home page <http://www.moberly.k12.mo.us/>.

All computer violations are not covered in our plan, because of unforeseeable circumstances. Due to the severity, frequency, and/or special circumstances surrounding some offenses, each administrator may use professional discretion in working with students and parents to determine appropriate disciplinary action.

Students are only to be on computers designated for student use. This does not include computers designated for staff members. All users must respect and adhere to local, state, federal, and international laws governing usage of the available technology. Any attempt to violate the

provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

The Moberly School District is committed to preparing our students for the future and being productive in a technological society.

## Public Complaints

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated, through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

The Board encourages parents/guardians and members of the public to share their thoughts with district employees at school. However, the recording of such conversations may inhibit this free-flow of communication and disrupt school operations. To assure the fluidity of communications and to prevent disruption of the school environment, the Board prohibits the recording of any on-campus conversations between district employees and either parents/guardians or members of the public. This prohibition applies regardless of whether the recording is by video, camera phone, cellular device, tape recorder, digital recorder, electronic or battery-operated recorder, or other means. This prohibition does not forbid the manual taking of written notes.

In addition, Missouri law prohibits the recording of closed session Board meetings without the Board's expressed consent. Violation of this provision constitutes a crime under Missouri law and the district will refer violators for prosecution.

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

Adopted: 10/14/2003 Revised: 03/11/2008

Cross Refs: BDDH, Public Participation at Board Meetings  
 GBM, Staff Complaints and Grievances  
 IGBC, Parent/Family Involvement in Instructional and Other Programs  
 IGBCA, Programs for Homeless Students  
 JFH, Student Complaints and Grievances  
 No Child Left Behind Act of 2001, P.L. 107-110  
 Moberly School District No. 81, Moberly, Missouri

<b>Monthly Planner</b>	<b>Moberly High School</b>					
<b>August 2010</b>	<b>Subject, assignment, and date due</b>					
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

<b>Monthly Planner</b>		<b>Moberly High School</b>				
<b>September 2010</b>		<b>Subject, assignment, and date due</b>				
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> Labor Day	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

<b>Monthly Planner</b>		<b>Moberly High School</b>				
<b>October 2010</b>		<b>Subject, assignment, and date due</b>				
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> <b>Columbus Day</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b> <b>Halloween</b>						

Monthly Planner		Moberly High School				
November 2010		Subject, assignment, and date due				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 Veterans Day	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving Day	26	27
28	29	30				

Monthly Planner		Moberly High School				
December 2010		Subject, assignment, and date due				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Christmas Day
26	27	28	29	30	31	

Monthly Planner		Moberly High School				
January 2011		Subject, assignment, and date due				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 M. L. King Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<b>Monthly Planner</b>		<b>Moberly High School</b>				
<b>February 2011</b>		<b>Subject, assignment, and date due</b>				
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> <b>Presidents' Day</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>					

<b>Monthly Planner</b>		<b>Moberly High School</b>				
<b>March 2011</b>		<b>Subject, assignment, and date due</b>				
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

Monthly Planner		Moberly High School				
April 2011		Subject, assignment, and date due				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<b>Monthly Planner</b>	<b>Moberly High School</b>					
<b>May 2011</b>	<b>Subject, assignment, and date due</b>					
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> <b>Memorial Day</b>	<b>31</b>				









**Be Responsible**

**Be Respectful**

**Be Safe**

**Be Your Best**