

# Mount Vernon High School

## Student Handbook



2024-2025



Experience  
eXtreme  
Challenge  
Encouragement  
Lifelong passion

It's a Great Day to be a Mountaineer!

We are looking forward to a great 2024-2025 school year. The start of a new school year elicits many emotions. You may be experiencing excitement, nervousness and hope simultaneously at this very moment. The high school staff is experiencing many of the same emotions as we await the return of students. There is a full year of possibilities ahead of us, so I hope you are ready to engage.

As Mountaineers we strive to climb the mountain each and every day. The new year will bring daily opportunities to face the mountain and choose to climb. The good news is that you will have a team of people climbing alongside you and cheering you on. The MVHS staff is here to support you and encourage you as you climb the mountain in front of you. No doubt there will be challenges but there will also be a lot of fun opportunities.

My encouragement to you is to find a place to connect. We offer a variety of clubs, organizations, and other activities for you to participate in. Connect with fellow students, teachers, and staff along your journey. These positive connections will see you through your educational career and will also provide memories for a lifetime. It truly is all about the people we choose to do life with!

This handbook will provide you with an overview of the policies and practices of MVHS. I would encourage you and your family to familiarize yourselves with them. There is a great school year ahead of us, and through a cooperative partnership, we can do amazing things this year.

Best Wishes,

Dr. Garrett Prevo

High School Principal

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# 2024-2025 Academic Calendar

July 2024						
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 2024						
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 2024						
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 2024						
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		

November 2024						
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

December 2024						
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				

**Mount Vernon R-V Schools**  
 Board Approved February 22, 2024  
 801 South Landrum  
 417-466-7573 (Fax) 417-466-0049  
 Mount Vernon, MO 65712

**No School & Special Events**

August 21	First Day of School for Students
September 2	Labor Day
October 11	Apple Butter Makin' Days
November 1	Parent/Teacher Conferences
November 27-29	Thanksgiving Break
Dec 23-31; Jan 1-3	Christmas Break
January 7	Second Semester Begins
January 20	Martin Luther King Jr. Day
February 14-17	February Break
March 21-24	Spring Break
April 18-April 21	Easter Break
May 16	Graduation
May 22	Last Day of School for Students



**Teacher Collaboration-No Students**

August 15 & 16, 19 & 20
September 23
October 14
November 15
December 6
January 6
March 3
April 7
May 9

January 2025						
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 2025						
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 2025						
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					

April 2025						
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					

May 2025						
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						

June 2025						
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					

**Grade Reporting Dates**

October 18	End of First Quarter
December 20	End of First Semester
March 14	End of Third Quarter
May 23	End of Second Semester

**Snow Make-Up Days**  
 No Make-Up Days Required. The District has built-in the maximum number of required hours. Any day missed for inclement weather will not be required to have a corresponding make-up day.

**Parent-Teacher Conferences**

October 24	4 PM-7 PM
October 29	4 PM-7 PM
November 1	No School

School Closed	Teacher Collaboration (no school for students)	Parent Teacher Conferences
Early Release (Noon)	Grade Reports	First & Last Day of School



## MISSION, VISION, AND VALUES STATEMENTS

### District Mission Statement:

The mission of the Mount Vernon R-V School District is educating and equipping each student for a meaningful future.

### District Vision Statement:

The Mount Vernon R-V School District will produce graduates with an enduring passion for the pursuit of knowledge by promoting diverse, challenging, relevant, and innovative learning experiences while embracing community values.

### District Values Statements:

In pursuit of an excellent educational experience for all students, the Mount Vernon R-V School District believes we can only be at our best when we value:

- Character - Imparting to students the importance of personal attributes distinguished by high moral standards and a decision-making process driven by integrity which fosters trust between the District and its stakeholders.
- Compassion - Acknowledging that all individuals come from diverse backgrounds with unique circumstances and connecting with all stakeholders in caring and respectful relationships.
- Community - A relationship of support between the school district and the community driven by mutual pride in the successes of students and alumni.
- Determination - Fostering a spirit of resolve to continue the pursuit of success in the face of adversity.
- Preparedness - Providing the skills vital for students to achieve both present and future success by assuring that staff have the proficiency and resources necessary to impart challenging learning experiences.
- Wellness - Nurturing an environment that prioritizes physical safety along with the mental and emotional health of all stakeholders.

### High School Mission Statement:

Mount Vernon High School will work to create an environment that fosters lifelong learning and leadership within our students so they can develop the skills necessary to thrive in a global society.

### High School Vision Statement:

Mount Vernon High School strives to support students through a rigorous educational process designed to challenge and empower high-quality graduates who will not only have a lifelong passion for learning, but will also become productive members of a global community.

MVHS Alma Mater  
Hail to Mount Vernon  
For you we will stand;  
Hail to our high school  
The best in the land;  
We are proud to stand for you,  
We will sing your praises, too.  
All hail to thee,  
Our Alma Mater

## **EDUCATIONAL PROCESSES**

### **EXCEL**

EXCEL is a 31 minute (10:41-11:12) study hall period between 3rd and 5th hours. Students are assigned to an EXCEL teacher and will report to that teacher during EXCEL time. All teachers are given EXCEL passes and may request students to report to them for small group tutoring. During EXCEL time the following rules will be observed:

1. Students must have an EXCEL pass to leave their EXCEL classroom. No exceptions.
2. EXCEL passes will only be given for the purpose of seeking academic assistance from another teacher.
3. All activities during EXCEL should be academic in nature.
4. Students must bring homework or reading material with them to EXCEL. Students will not be permitted to go to their locker to get work after the bell

Repeated violations of these rules will result in disciplinary action

### **ATTENDANCE POLICY**

Regular attendance is extremely important. Attending school regularly is directly related to developing habits of punctuality, self-discipline, responsibility, achieving high grades, and developing positive habits leading to greater employability upon completion of high school.

- Board Policy requires parents or guardians to verify each student's absence. If an absence is unverified, the student may be considered truant.
- In order to earn credit students may not accumulate more than ten absences for any class period during a semester. Students who exceed ten absences may receive an F for that class. Students who exceed ten absences for any class period will be provided an opportunity to meet with an appeals committee to present evidence of extenuating circumstances that may result in the reinstatement of credit. Decisions of the committee may be appealed to the superintendent and then to the Board of Education. A student who enrolls while a semester is in progress will have one day of absence for each two weeks he/she attends, with a minimum of four days.
- A student will be considered absent from class if he or she is outside their designated area.
- Tardiness is defined as any appearance of a student beyond the scheduled time a class starts. Student tardies are recorded cumulatively. When students have been assigned 10 or 11 tardies they will be assigned one day of ISS. Twelve or more tardies will result in the assignment of additional days of ISS.
- The ten days of absences per semester described in the policy are to account for instances of:
  - Personal illness or injury.
  - Professional appointments that could not be scheduled outside of the school day.
  - Other serious personal or family problems.
  - Driving test.
  - Court summons.
  - Religious holiday.

- Inclement weather.
- Quarantine.
- Illness in the immediate family.
- Death in the family.
- Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
- Circumstances not permitted in the ten day allotment include, but are not limited to, the following:
  - Suspension
  - Indifference of a parent (family business, babysitting, needed at home, etc.).
  - Indifference of student (skip day, sun bathing, fishing, shopping, work on car, haircut, out late the night before, etc.).
  - Family vacation.
  - Visiting relatives or friends.
  - Employment during school hours unless on part-time attendance.
- It is extremely important that students realize and understand that the ten days of absence built into the attendance policy are not to be considered as approved ten days to not attend, but rather they should be used only as indicated in this policy. A student who is facing loss of credit will have to verify all absences during his or her appeal. If any absence is for an unauthorized reason, the loss of credit may stand.
- Students who are absent from school without a parent's knowledge or permission will be considered truant and subject to school discipline. This includes a student who leaves school without following proper check out procedure.
- When a student is absent from school, a parent or guardian must report the absence to the attendance office. Following an absence, the student is to bring to the attendance office a parent-signed statement listing the date and reasons for the absence.
- No student absences are considered "excused" or "unexcused." Student absences in excess of 10 must be appealed regardless of the reason.
- School-sponsored or sanctioned activities are exempt from, and will not count toward, the total of 10 absences. Teachers must submit a list of students to be excused from classes to the office at least one day prior to the scheduled event or trip. Students who go on school sponsored or sanctioned trips will be allowed to make up any work under the make-up work guideline.
- All students are responsible for all work missed regardless of the reason for their absence (school related or other). Students are permitted a minimum of 2 school days to make up work for each day they miss. (ex: Student misses 2 days, they have 4 school days to make up all missing work) Teachers may allow a student additional time if they feel that course of action is warranted. All make-up work must be completed in a reasonable time frame which will be determined by the individual instructor.

The following process to encourage and monitor student attendance will be managed out of the attendance office.

Attendance	Response
Missed 3 unverified days in the semester	<ul style="list-style-type: none"> <li>● Attendance office will contact the parent/guardian via phone to inquire about absences and encourage attendance.</li> <li>● If unable to reach the parent/guardian via phone, an email will be sent.</li> <li>● Communication will be documented in the attendance communication log within Infinite Campus</li> </ul>
Missed 6 unverified days in the semester	<ul style="list-style-type: none"> <li>● Attendance office will email the parent/guardian.</li> <li>● Communication will be documented in the attendance communication log within Infinite Campus</li> </ul>
Missed 10 unverified days in the semester	<ul style="list-style-type: none"> <li>● Attendance office will email the parent/guardian.</li> <li>● An attendance letter will be sent via USPS.</li> <li>● Attendance office may notify the School Resource Officer for additional support.</li> <li>● Attendance office may notify the Division of Social Services to hotline for educational neglect.</li> <li>● Communication will be documented in the attendance communication log within Infinite Campus</li> </ul>

### **VISITORS**

All visitors must register at the office upon entering the building. Parents are always welcome to visit MVHS but students are not permitted to bring other guests.

### **PERSONAL DEVICE USAGE POLICY**

Mount Vernon High School provides technology that is appropriate and adequate to support instructional purposes. The use of personal devices by students is optional, and students who do not participate will not be penalized. Alternate modes of participation will be available when usage is required.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop or other electronic device while at school. When abused, privileges

may be taken away. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

Students and parents/guardians participating in Personal Device Usage must adhere to the Personal Device Usage Agreement, as well as all Board policies, particularly Technology Usage Policy EHB and Technology Safety Policy EHB-AP.

### Permissible Devices

For purposes of this policy, “device” means privately owned wireless and/or portable electronic handheld equipment that includes Personal Digital Assistants (PDAs), or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Appropriate devices include a laptop, tablet, ereader, or chromebook. Please note that cell phones, smart phones, mp3 players (iPods), and other gaming devices (Nintendo DS) are not included at this time and therefore are not allowed connectivity to the district internet.

### Security and Damages

Responsibility to keep personal devices secure rests with the individual owner. The Mount Vernon R-V School District is not liable for any device lost, stolen or damaged, including lost or corrupted data on a device. Situations resulting in a personal device which is stolen or damaged should be reported to the administrative office and will be handled consistently with district policy. Students are encouraged to take proactive measures to protect their personal device such as securing it in a locker when not in use; enabling any locator feature included in the device; and/or adding skins (decals) and other custom touches which may be used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### Safety

An important component of this policy is to educate students about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year, and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

### Consequences for Inappropriate Use

Inappropriate use or violation of Technology Usage or Safety Policy on personal equipment may also result in disciplinary action according to district policy. When a student misuses a device, the school may do the following, matching the severity of the school’s action to the seriousness of the student’s misuse of the device:

- Warn the student, verbally or in writing.
- Confiscate the device. Depending upon the offense, the school may keep the device for the rest of the school day or longer. The school may require the parents to pick up the device.
- Suspend the privilege of using the device at school.
- Contact the student’s parents or in appropriate instances legal authorities.
- Suspend or expel the student from school in accord with student discipline procedures and policies.

### Students and Parents acknowledge that:

- To use a personal device within the school, students must register it by completing the Personal Device Registration form.
- Students must obtain teacher permission before using a personal device in class, and put it away

when requested by the teacher.

- Devices may only be used to access applications, files or Internet sites which are relevant to the classroom curriculum. Devices may not be used for non-instructional purposes, such as making personal voice calls, text/ instant messaging, play non-educational games, viewing noneducational videos, or to cheat on assignments or tests.
- Devices may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
- The district does not guarantee connectivity or quality of connection with personal devices, but will provide assistance with connection.
- The school's network filters will be applied to personal devices connected to the school's Internet gateway. Attempts to bypass the filter will result in disciplinary action.
- Printing from personal devices will not be possible at school.
- Personal technology must be charged prior to arrival at school and operates using its own battery while at school.
- Devices must be in silent mode while on school campuses and while using school transportation.
- The district is not responsible for the maintenance or repair of any personal technology.
- The district is not responsible for any costs incurred due to the use of personal technology.
- Bringing on the premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Technology Usage Policy. This will result in disciplinary or legal action.
- Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the Technology Usage Policy. This will result in disciplinary or legal action.
- The school district has the right to collect and examine any device provided there is a reason to believe that school policies, regulations, or usage guidelines have been violated.

### **AUDIO VISUAL RECORDING**

Board Policy KKB prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

All instances of confidential recording by staff or students are prohibited. Confidential recording includes, but is not limited to, recording of faculty, staff, students or other persons which is taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises. Disciplinary measures may be taken in the instance of any audio or visual recording by students.

## HIGH SCHOOL GRADUATION REQUIREMENTS

To meet Mount Vernon High School graduation requirements, a student must complete a minimum of twenty-five units of credit during grades nine and above in a program which should be cooperatively planned by the student, his/her parents and the school to meet the individual needs of the student.

English Language Arts	4 Credits
Social Studies	3 Credits
Mathematics	3 Credits
Science	3 Credits
Fine Arts	1 Credit
Practical Arts	1.5 Credits (0.5 of which must be Personal Finance)
Physical Education	1 Credit
Health and Family Education	.5 Credit
Electives	8 Credits
<b>TOTAL CREDITS</b>	<b>25 Credits</b>

In addition, all graduates must have completed the following: 1/2 credit of American Government, 1 credit of American History, and passed both the United States and the Missouri Constitution tests as well as a Civics exam. Students must have taken End of Course Exams in Algebra I, English II, Biology and Government. Finally, they must also pass English II, Algebra I, Biology, Personal Finance & Health as identified by the State of Missouri.

### GRADE LEVEL

The number of credits earned by the time school begins in the fall determines your grade level.

Freshmen: Graduation from 8th Grade

Sophomores: Six Credits

Juniors: Twelve Credits

Seniors: Eighteen Credits

### GRADE REPORTS

Our grading system is as follows: A (100%-90%); B (89%- 80%); C (79%-70%); D (69%-60%); F (60 and below). Grade reports will be issued four times per semester. Teachers may notify parents at other times concerning unsatisfactory progress, conduct and/or effort. The district also offers internet access to student progress through the Parent Portal. Parents may register in the office with valid identification.

### ACADEMIC LETTER

The following criteria will be used to determine academic letter eligibility:

- Students must have a B+ average (3.4 on a scale of 4.0).
- Students must be a full-time MVHS student.



- Students must have a minimum of four credit bearing classes, excluding School Flex and A+.
- GPA will be calculated using grades from the second semester of the previous year and first semester from the current year. Freshman Academic Letters will be earned based on first semester grades only.
- Incomplete grades will count as “F” grades
- Transfer students must attend at least one full semester before being eligible for an academic letter.

### **SENIOR HONOR SYSTEM**

Graduating Seniors will be recognized for the outstanding academic achievements based on the following criteria:

#### **Summa Cum Laude**

- Qualifications: GPA of 4.0 or higher
- Graduation speakers will come from this group. Students will audition with a Faculty/Student Council for this honor. Up to two student speakers may be selected to speak at the graduation ceremony. All speakers are expected to comply with expectations set forth in Board Policy INC.

#### **Magna Cum Laude**

- Qualifications: GPA between 3.8 and 3.99

#### **Cum Laude**

- Qualifications: GPA between 3.6 and 3.79

### **HONOR ROLL CRITERIA**

In order to qualify for the Honor Roll, students must be enrolled in at least four classes. Classes at the Scott Regional Technology Center count as three classes.

Incomplete grades count as “F”.

Students qualify for the “A” honor roll with a combined GPA of 3.7 and above. Students qualify for the “B” honor roll with a combined GPA of 3.0000 to 3.6669.

### **MANDATORY SEMESTER TESTS**

All students will be required to complete a comprehensive semester test for each class. These tests will be administered during the final few days of each semester. Specific dates and times will be announced. Please be advised students will not be permitted to take semester tests early but may schedule a time after completion of the semester to complete tests missed due to unavoidable absences. Students who have maintained an attendance percentage of 95% or better (based upon hours of attendance) will be exempted from taking finals.

### **CREDIT RECOVERY OPTIONS**

Students who fail a class will have the opportunity to recover that credit in order to stay on track to graduate. The following guidelines will apply to credit recovery options:

- All grade levels will be allowed to recover credits during summer school
- Only Juniors and Seniors will be allowed to schedule credit recover into their course schedule during the academic year
- A student who fails a class that is a prerequisite for the next course in their course sequence will be re-enrolled in the course in order to show mastery of the content necessary for success in subsequent courses
  - For example: If a student fails English I as a freshman, he or she will be re-enrolled in English I



and must pass it prior to enrolling in English II

- A student who fails a course that is not a prerequisite course will be allowed to move to the subsequent course.
  - For example: A student fails World History. World History is not a prerequisite for American History. Therefore the student will be allowed to enroll in American History the following year and can recover the needed credit through an additional course or through the available credit recovery options.
- Students are highly encouraged to make use of credit recovery options in the summer in order to stay on track toward graduation with the rest of their peers.

### SCHEDULE OF CLASS PERIODS

<b>Warning Bell</b>	<b>7:57 am</b>	
	<b>Tardy Bell</b>	<b>End of Class</b>
<b>1st</b>	<b>8:02 am</b>	<b>8:51 am</b>
<b>2nd</b>	<b>8:55 am</b>	<b>9:44 am</b>
<b>3rd</b>	<b>9:48 am</b>	<b>10:37 am</b>
<b>EXCEL</b>	<b>10:41 am</b>	<b>11:12 am</b>
<b>5th</b>	<b>11:16 am</b>	<b>12:31 pm</b>
<b>A Lunch</b>	<b>11:12 am</b>	<b>11:38 am</b>
<b>B Lunch</b>	<b>11:38 am</b>	<b>12:04 pm</b>
<b>C Lunch</b>	<b>12:04 pm</b>	<b>12:31pm</b>
<b>6th</b>	<b>12:35 pm</b>	<b>1:24 pm</b>
<b>7th</b>	<b>1:28 pm</b>	<b>2:17 pm</b>
<b>8th</b>	<b>2:21 pm</b>	<b>3:10 pm</b>

### OFF-CAMPUS INSTRUCTIONAL OPTIONS

Students wishing to take college-level courses in lieu of the traditional High School courses must have approval from their school counselor and building administration. The course must be in partnership with an approved college or university. Once the course is complete, an official transcript must be given to Mount Vernon High School in order to receive course credit. Credits will be awarded as follows:

- 3 hour College Course will receive .5 High School credits
- 4+ hour College Course will receive 1.0 High School Credits

The letter grade earned for the course will be weighted in the same manner as outlined in BOE policy IKA.

If the student does not receive a passing grade, the student must retake the course through a standard Mount Vernon High School class.

### **IDENTIFICATION INFORMATION**

“Directory information” will be released as deemed necessary by school officials. The school district designates the following items as directory information: student’s name, parent’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) days after the beginning of school to view the student’s directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary the school district may disclose any of those items designated as directory information without prior written consent.

### **ILLNESS/INJURY DURING THE SCHOOL DAY**

Students who become ill or suffer an injury during the school day should report to the nurse’s office or the principal's office if the nurse is unavailable. The nurse or secretary will attend to the need and contact a parent/guardian, if necessary. Permission must be obtained before the student can be excused to leave school.

### **DAILY BULLETIN**

Each school morning you will find a Daily Bulletin posted on the bulletin boards and announced during EXCEL. This bulletin will inform you concerning any special announcements or activities for that day or the near future.

### **SUBSTITUTE TEACHERS**

A substitute teacher is an important visitor to our building. Please help in every way possible so that his/her stay with us is positive. Your behavior and respect for the substitute teacher is a reflection of the respect you have for your regular teacher. Misbehavior for a substitute may result in disciplinary action.

### **SEXUAL HARASSMENT**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature. Complaints of sexual harassment shall be made to the Principal. Any employee who is aware of any sexual harassment directed toward a student or employee of the school district should immediately contact the Principal.

### **FREEDOM OF SPEECH AND ASSEMBLY**

Students are entitled to express, verbally, their personal opinions. However, the expression of personal opinions must not interfere with the freedom of others to express themselves. The use of obscenities, personal attack toward staff members or other students or the use of harassing remarks of any type is prohibited. Any expression of personal opinions and beliefs which cause a disruption to the educational process is inappropriate and prohibited. All student meetings in school buildings may function only as a part of the formal education process as authorized by the Board of Education and the building principal.

### **FREEDOM TO PUBLISH**

Students are entitled to express in writing their personal opinions within these specific guidelines:

1. The principal has the right to review;
2. The principal may prohibit distribution of any publication containing libelous or obscene language or art or that advocates illegal action or disobedience or encourages disruptive behavior;

3. The principal shall establish the time and place for distribution of printed materials, signs and posters;
4. The publication must contain the names of the individual contributors, editors and/or publishers; and
5. Official school newspapers, under the sponsorship of a faculty member, shall be subject to approval of the principal or his/her representative.

## **EMERGENCY PROCEDURES**

### **DRILLS**

Fire drills will be conducted without warning at various times during the year. Information will be posted in each classroom giving instructions about where students from each room will leave the building. All classes must stay in groups after clearing the building in order to avoid confusion. Wait for the “all clear” signal to return to the building.

Tornado drills will be conducted without warning and students are to go to assigned areas. Students are to remain until the “all clear” is given. In the event of a tornado, everyone should keep calm and go to the assigned areas. MVHS has a disaster plan that will be distributed to each teacher. In the event of other disaster problems, the plan will be implemented.

Earthquake drills will be conducted without warning. Students are to drop to the ground, seek cover under a sturdy desk or table, and hold on until the shaking stops. Students should follow the directions of the teacher or staff member to ensure their safety.

Lockdown drills will be conducted. Two levels of lockdown exist and students and staff will practice both. In a Yellow Alert (soft lockdown) the exterior doors of the building will be locked down and the building will operate normally within the building. Students will remain in the building. Students in the Ag building will remain in the Ag building. Operations inside of the buildings will remain normal. If a class change occurs during a Soft Lockdown, Administration will communicate how to handle students transitioning to and from the Ag building. These expectations will be communicated with all staff in the event this process is needed. An announcement will be made for staff to check their email. The email will contain the information related to the soft lockdown expectations. A Red Alert (Hard lockdown) would be used when there is an imminent threat to student and staff safety. An announcement will be made over the intercom, or through the LockNow App for school personnel to go into hard lockdown. This announcement indicates that the teacher would quickly check the hallway and pull any student into his or her classroom. The door magnet should be removed to allow the door to lock. Students should be directed away from the classroom door. If time allows, the door should be barricaded and students should find objects in the classroom to throw at an intruder in order to disorient him or her. If possible, ongoing announcements will be made over the intercom to provide real time updates to staff. A teacher should never unlock his or her door, even if the threat is considered over. Do not allow students to leave the classroom and do not open the classroom door for anyone (even a law enforcement officer or administrator). School personnel will walk door to door to unlock doors once the threat is contained. If needed, Northside Baptist Church, across Highway 174, will be used as a reunification location.

## **EMERGENCY MEDICAL/PARENT PERMISSION FORMS**

Each student must have an emergency medical form on file in the nurse’s office. This form will allow or prohibit a physician to administer medical attention in case the parents cannot be contacted. To be valid, it must be signed by the parent or guardian and indicate the student's accident insurance carrier.

## **STUDENT MEDICATION**

Medication should be given at home if at all possible. If a student must receive medication during school hours the parent must provide the medication in the original prescription bottle plainly labeled with the student’s name, physician’s name, date, name of medication, dosage, and time of administration. The bottle must be kept in the

Nurse's Office. The school must have written permission of the parent to give the medication. Students are not permitted to keep any medication with them during the school day without prior approval from the Nurse's Office. All over-the-counter and prescription drugs must be kept in the nurse's office. Students who violate this policy may be subject to discipline.

### **INCLEMENT WEATHER /SCHOOL CLOSINGS**

In case of severe weather or possible school closings multiple methods of communication will be utilized including email, automated phone calls, and text messaging. Families are also encouraged to monitor Springfield media outlets for current information.

### **STUDENT RESPONSIBILITIES**

#### **BUILDING HOURS**

The MVHS building will open at 7:45 am daily. Arrangements for meetings and tutoring times with individual teachers before 7:45 am must be made with club sponsors and/or teachers. The building will be closed at 3:45 pm. The Principal must approve use of the building at night for meetings and practices. Anytime students are using the building, a faculty member must be present to supervise.

#### **AUTHORIZATION TO LEAVE SCHOOL**

Once students arrive on Campus (including the parking lot), they may not leave without permission of the office AND a parent or guardian. Failure to obtain permission will result in the student being classified as truant and result in disciplinary action. Students must proceed to the high school building upon arrival and are not to linger in the parking lot.

#### **LOCKERS**

Each student is assigned a locker and combination upon enrollment. Students are not charged a locker fee and thus the school maintains a dual authority with students. Administrative searches of lockers may be made based on reasonable suspicion of illegality or breach of school discipline policy. Students should keep their lockers locked at all times and should not share the combination with other students. Students may not change lockers without office permission. Any graffiti on or damage to a locker will be the responsibility of the student assigned to that locker. Please keep lockers as clean as possible at all times. Any spills should be cleaned immediately.

#### **SCHOOL BUS TRANSPORTATION**

Riding a school bus is a privilege extended to students and may be taken away at any time for disruptive or unsatisfactory conduct. All pupils being transported are under the authority of the school bus driver and must obey his/her requests. Specific regulations are posted in the buses. Bus students may not leave the school grounds upon arriving at school.

#### **LOST AND FOUND**

Any stray items should be turned in to the principal's office. Inquire there for articles you have lost.

#### **SOCIAL RELATIONSHIPS**

The public display of affection is not appropriate for the school setting and will not be allowed. Students are permitted to hold hands with another student provided this does not cause a disruption. Students are not permitted to embrace or kiss one another while at school.

#### **DANCES**

- With the exception of the Junior / Senior Prom, all dances will be held at school facilities.

- Students will not be permitted to re-enter a dance once they exit the facility where the dance is being held.
- School Dances will end no later than 11:30 PM.
- No Middle School students will be allowed to attend High School Dances.
- Students who were not in attendance at school on the day of a dance (or the previous day if there is no school on that day) may not attend school dances without prior permission from the principal.
- A student who has been assigned any OSS or two days or more of ISS may not be allowed to attend dances.
- Dance guests from schools other than MVHS must be signed up before 3 PM no later than three days before the dance (with the exception of Prom which may require earlier guest verification). Any guest who does not receive a positive report from their school administration may not be permitted to attend.
- No student or guest of a student over the age of 20 will be permitted to attend any MVHS dance.
- Students who attend MVHS Dances must wear appropriate clothing; refrain from bringing any items into the dance, and display appropriate dance behavior. Any front to back dancing, “grinding” or other overtly sexual actions will result in dismissal from the dance and possible disciplinary action.
- No student who has been suspended, expelled or who has dropped out of MVHS may attend (even as a guest) unless he/she is currently enrolled at another school.

### **ASSEMBLIES**

At all assemblies students will sit by classes in designated sections of the bleachers. All teachers are to attend assemblies and sit with their classes. Good conduct at assemblies is required. Pep Assemblies are held at Football and Basketball Homecomings and other special occasions. Other assemblies may be held periodically. These programs are both informative and entertaining. In order for these programs to be of benefit, students should be attentive and courteous during the presentation.

### **HAZING AND/OR BULLYING**

**Hazing** – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

**Bullying** – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats that occur during normal school hours while school is in session or have been proven to impede the learning process. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal(s) or designee. Even

when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

### **DRUGS, ALCOHOL AND TOBACCO PRODUCTS**

Possession or use of drugs, alcohol or tobacco (including Electronic Cigarettes & paraphernalia) on school property is strictly prohibited. Students who violate this regulation shall be suspended. Students involved with drugs or alcohol will be referred to the proper legal authorities. This policy is in effect at all school activities.

### **INSURANCE**

School insurance plans are available. Details of the cost and coverage will be available for all students in printed form to take home. Purchase of insurance is strictly at the discretion of individual students. Students participating in school activities must furnish proof of insurance before practicing, competing or going on field trips.

### **AUTOMOBILES**

Students who are legal drivers may drive to school with parental consent. The vehicle is to be operated in a safe and responsible manner at all times. Upon arrival at school the vehicle is to be parked and students are to vacate their vehicles immediately. Students are not to occupy or drive any vehicle during the lunch period or during the school day. Students are to leave immediately after school and not remain on campus unless present for school-sanctioned activity or event. Students are to park in the student parking lot. Vehicles are to be covered by liability insurance.

Students driving to school must register their vehicles at the Principal's office. The registration form includes the driver's name, grade, vehicle model, year, color, and vehicle license number.

Students must secure permission from the office to go to their vehicle for any reason. Failure to comply with this expectation will result in the student being considered truant and could result in disciplinary action.

Students must observe the rules of safe and prudent driving or they may be denied the privilege of operating a vehicle on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy (Board Policy JFG).

Any student who parks a vehicle on school grounds must agree to participating in the random drug testing program. Please see BOE policies JFCI and JFCI-AP(1) on the district website for details.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass in their possession.

### **DRESS CODE**

Each student will wear proper dress at all times during the school hours and at school activities. Students are not to wear the following:

1. Any shirt, blouse, or dress that exposes the midriff, torso or chest, clothing with a low neckline, halter tops, spaghetti straps, backless shirts, cut-out shirts, clothing that is see through, or any other clothing deemed to be immodest or disruptive to the educational process.
2. Clothing that displays profanity or suggestive language or acts, advertises alcohol, tobacco, drugs or advocates negative behavior.
3. Clothing that is harassing or demeaning: displays cruelty or violence toward others.
4. No clothing shall be worn improperly. This includes pants worn below the waistline or excessively



baggy.

5. Bandanas, sunglasses, and hats or other head-coverings are not to be worn in the building.

### **BOOKS**

All books are furnished by the Mount Vernon School District. Each book issued has a number inside the cover. Students are responsible for all books issued to them and their condition upon return. Students will be required to pay for each book not returned. Students are to ensure books are cared for and not defaced in any way. Fees will be assessed for damage to books.

### **TRANSFERRING SCHOOLS**

Each student who is transferring to another school or withdrawing from school for any reason should pick up a transfer/withdrawal form from the office and follow the procedure contained therein.

### **EXPLOSIVES AND FIREARMS**

Firearms of any type are prohibited on school premises. This includes guns that might be carried in vehicles during hunting seasons. Fireworks of all types are prohibited. Violations of this policy may result in long-term suspension and loss of credit for at least one semester.

### **MVHS UNNECESSARY ITEM POLICY**

The Mount Vernon High School administration and staff are committed to a policy prohibiting the use of any object during instructional time which has no educational purpose and may distract from teaching and learning. Electronic communication devices and other electronic equipment are subject to the following regulations:

#### **Cell Phones and Other Electronic Devices:**

The Mount Vernon School District recognizes the role technology plays in our current society and in the lives of our students. As such it is important to provide guidelines on the appropriate times and usage of technology in the educational setting. The following guidelines are set forth in an effort to support students in developing the skills necessary to utilize technology appropriately and to minimize distractions that impede learning.

- During class time (from tardy bell to dismissal bell) student electronic devices are not to be seen or heard. This includes cell phones, headphones of any kind, portable music players, etc.
- Students are allowed to use their devices before school, during passing times, at lunch, and after school.
- We recognize that devices do have a place in the educational environment and that there are instances when a teacher could give permission to students to utilize their device for an educational purpose.
  - The default expectation is that personal devices should not be seen or heard during class time. Only in significant extenuating circumstances will a teacher give permission for a student to make use of personal devices for learning purposes.
  - Students are expected to get permission from their teacher prior to using a device for learning purposes. Students should not assume it is permissible to use a device at any time without explicit permission from the teacher.
- Failure to follow these expectations will result in the following consequences:
  - **First Offense:** Teacher will ask student to turn off the device and the device will be sent to the office. The student may pick the device up at the end of the day.
  - **Second Offense:** Teacher will ask the student to turn off the device and the device will be sent to the office. Student will be assigned 1 day of ISS. Student may pick the phone up at the end of the day.
  - **Third Offense:** Teacher will ask the student to turn off the device and the device will be sent to the office. Student will be assigned 2 days ISS. Parent or guardian must pick the phone up from

the office at his or her convenience.

- **Subsequent Offenses:** Teacher will ask the student to turn off the device and the device will be sent to the office. Student will be assigned 3 days ISS. Device will be returned to a parent or guardian.
- Any student who refuses to relinquish a device or any other unnecessary item to a staff member upon request will be assigned 1 day OSS for insubordination in addition to the other discipline appropriate for the infraction.
- Note: Students are expected to turn in their phone and other devices while serving ISS. Refusal to meet the expectations of ISS will result in 2 days of OSS.

### **OUTSIDE EMPLOYMENT**

Every student is expected to carry a full schedule of classes. Only seniors (or those participating in the FLEX program) who are enrolled in part-time attendance will be excused for any portion of the regular schedule for outside jobs.

### **STUDENT VALUABLES**

Students should not bring valuables or large sums of money to school. Students participating in the Personal Device Usage Policy should take precaution to keep their device secure at all times. The school is not responsible for items left in the Principal's office, lockers or automobiles.

### **SCHOOL TRIPS**

Students participating in school-sponsored trips are subject to all rules in effect at school. It is required that all students remain with their group at all times and follow directions given by the sponsor. Parent Permission and Authorization for Treatment forms must be signed and returned before going on a school trip.

## **PROGRAMS AND SERVICES**

### **GUIDANCE DEPARTMENT**

The Mt. Vernon High School's comprehensive guidance program provides important benefits to all students at all grade levels by addressing their personal/social, academic and career development needs. The program is implemented by a certified school counselor with the support of district staff, students and external organizations and agencies.

Guidance curriculum, created and implemented by the counselor, promotes students' academic, career and personal/social development using a variety of resources both in the classroom setting and on an individual basis.

Individual planning activities help all students plan, monitor and manage their academic achievement as well as their personal/social and career development. The Personal Plan of Study developed during middle school will be reviewed annually and revised as needed.

Responsive services address the immediate needs and concerns of a particular student or identified needs and concerns of groups of students. The purpose of the responsive services component of the comprehensive guidance program is to work with students whose personal circumstances, concerns or problems are interfering or threatening to interfere with their academic, career or personal/social development. Responsive services will be implemented through individual counseling, small group counseling, consultation and referral.

System support is a crucial component in the full implementation of a comprehensive guidance program. System support includes administration and management activities that support the program such as program management, professional development, staff-community relations, consultation, committee participation,



community outreach and research and development.

The counselor's office is located across from the Media Center and is open from 7:45 AM – 3:30 PM each school day. Students should feel free to drop in before or after school with questions and concerns. Students may also schedule appointments with the counselor as needed.

### **MEDIA CENTER**

Mount Vernon High School's Media Center has more than 10,000 books available for a two-week loan, several hundred reference books for use only in the media center, a two-year collection of magazines which can be borrowed for three days, one weekly and four daily newspapers, and a variety of audio visual materials which may be used in the media center.

All students who comply with the established policy may use the media center facility and equipment and may borrow materials. Policies are:

1. Every student who comes to the media center unaccompanied by a teacher when classes are in session must have a media pass. No passes are necessary before or after school, but you must sign in upon arrival.
2. All materials taken from the media center should be properly checked out.
3. The media center does not charge fines, but students who have overdue materials may not borrow additional materials until the overdue items are returned. Report cards may be held if materials are not returned at the end of each quarter.
4. Students who lose materials will be expected to pay the cost of replacing those items. Charges for excessive damage to materials may also be assessed.
5. When using the media center, students are expected to maintain an atmosphere conducive to learning.
6. All students using computers in the media center or anywhere on the network must have proper user agreements on file.
7. Students are permitted to use the media center for word processing and other activities deemed necessary by their classroom teacher during EXCEL. Students must first obtain permission from the classroom teacher and their EXCEL teacher before requesting a pass from the Media Center Specialist. Students found misusing computers and/or entering unauthorized programs are subject to disciplinary action. All students who desire to use the network and computing system must sign a Technology Usage Agreement form and obtain a personal password to the system.

### **CAFETERIA**

Mount Vernon High School operates a "closed campus" during lunch periods. The price of meals is set annually by the Board of Education. Those students who do not wish to eat food provided in the cafeteria may bring their lunch.

Delivery of Food: Students may make use of delivery services to have food delivered to school. All such deliveries should be brought to the administration office. Deliveries should be paid for before they are delivered at the office. Office staff will not manage any transactions on behalf of students. Deliveries will be left on the counter in the office. Students should retrieve their delivery before going to the cafeteria for their lunch period.

Cafeteria Expectations: Lunchroom supervisors and cafeteria workers expect the following behaviors during breakfast and lunch:

1. Be courteous at all times.
2. Have respect for others eating at your table.
3. Deposit all trash in wastebaskets.
4. Returning all trays and utensils to the dish washing area.

5. Leaving the table and floor around your place in a clean condition for others to use.

6. Not running or cutting in line.

Failure to comply with the preceding rules may result in disciplinary action.

Meal Account Debts: Students are encouraged to pay for their lunches weekly or monthly. Students who accumulate charges of \$15 or greater will be asked to get an alternative meal until the debt is resolved. Continued refusal to get an alternative meal, after multiple reminders, could result in disciplinary action..

### **MOCAP (Virtual Education)**

Students interested in exploring MOCAP should see the counselor for more information including:

- Enrollment requirements
- Authorized Vendors
- Course Offerings
- Eligibility Criteria
- MSHSAA Requirements
- Any Mt. Vernon student participating in a virtual course who becomes involved in disciplinary actions that disrupts the learning process of students (seated or virtual), may be required to return to seated classes.

## **ACTIVITIES**

### **CO-CURRICULAR ACTIVITIES**

MVHS has many activities in which you may be involved. To get the most out of your high school experience, all students are encouraged to become part of a sport or activity which interests them.

### **ELIGIBILITY STANDARDS FOR EXTRACURRICULAR PARTICIPATION**

The Mount Vernon R-V Board of Education, recognizing academic excellence as the primary responsibility of schools, has established the following academic and attendance standards for participation in all extra-curricular school activities. In order for students to participate in any sport or activity under the jurisdiction of the Missouri State High School Activities Association (MSHSAA), they must fulfill completely all the regulations and requirements set forth by the MSHSAA and the Mount Vernon School District. (See Activities Handbook for additional information.)

Criteria to maintain eligibility for MSHSAA Activities are as follows:

- Students in grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 3 units of credit, in order to participate in any MSHSAA governed activity.
- Students must have earned a minimum of 3.0 units of credit the preceding semester, in order to participate in any MSHSAA governed activity.
- Students who participate in extracurricular activities must be doing satisfactory work or have done satisfactory work in the courses in which they are presently enrolled or have completed.
- If a student receives more than one F on his/her last progress report and/or semester grades, he/she is ineligible until the next grading period.
- Grades will be checked at mid-semester and the end of the semester. More than one F grade will result in the student being ineligible to represent or perform in any extra-curricular activity. If the student is not failing more than one class when the next semester progress grades are sent out, he/she will become eligible again on the day mid-quarter reports are sent out.
- A student who receives more than one F in any mid semester report will be ineligible until the next progress grades are given out or until the next mid-semester and/or semester grades are given out. If a

student has more than one F at mid-semester or more than one F at any progress will keep him/her from regaining eligibility.

- A student who has more than one F at the end of the second semester will be ineligible until first progress grades are given out for the following year. If grades are satisfactory at that time, (no more than one F grade), he/ she will be eligible. If the student is able to successfully complete an approved class during summer school, he/ she may be eligible at the start of the next school year. This may be accomplished through summer school or an approved correspondence course. (See the Counselor or Principal for approved classes).
- A student must retain amateur status, meaning he/she cannot play under an assumed name, receive money, or valuable awards for playing and cannot sign to play with a professional team.
- A student cannot participate if he/she has reached his/ her 19th birthday before July 1 of the coming school year.
- Students are ineligible if they are still in high school when the class they entered 9th grade with has graduated.
- Students must attend school at least 4 complete classes the day of a contest. If the contest is held on Saturday, students participating must have attended on Friday. Contests held during weeks that do not have 5 school days make it necessary that the participants are in classes the last day of school that week to be eligible to participate in contests before the following Monday, or the next day the participant re-establishes eligibility by being in attendance at school.
- Participants in extra-curricular activities must be good citizens. Behavior unbecoming an athlete, musician, cheerleader, or any other MSHSAA controlled group could result in the principal or coach revoking the privilege of a student participating in the activities when they are representing Mount Vernon High School.
- Students who are suspended from school or are serving In-School Suspension are not allowed to practice or participate in contests until their suspension has been satisfactorily served.
- Students who miss school for more than 3 hours during the day will not be allowed to practice during eighth hour or after school. If the participant shows up for practice after missing school for more than 3 hours without having prior approval from the principal, he/she will be required to sit out of the next scheduled contest.

### **RANDOM DRUG TESTING**

The Mt. Vernon R-5 Board of Education recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

Participation in extracurricular activities and parking privileges are privileges and carry the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9–12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation, and parking privileges. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Students who test positive through this random testing program will be excluded from participation in covered activities as follows:

**First Offense** – Exclusion from all covered activities for a minimum of 30 calendar days and must pass a drug

test administered by the district prior to participating in covered activities again.

**Second Offense** – Exclusion from all covered activities for a minimum of 90 calendar days and must pass a drug test administered by the district prior to participating in covered activities again.

**Third Offense** – Excluded from all covered activities for the rest of the students’ enrollment in the district. The consequences may be reduced if the student participates in drug or alcohol counseling and additional testing in accordance with procedures developed by the superintendent or designee. A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

For more information on this policy, please see BOE Policy JFCI and JFCI-AP(1) on our district website.

### **THE SQUAD**

Support of all extra-curricular activities is an exciting aspect of the high school experience. In an effort to boost school spirit MVHS has a school-wide spirit organization known as “The Squad.” Membership dues to join The Squad are \$15. This includes an organization t-shirt and provides students access to Pep Buses throughout the school year. Upon joining, students are given a card to help them track attendance at various extracurricular events. Students who meet designated requirements are eligible to participate in a reward event at the end of each season. See Mrs. Johnston or Mrs. Schmutz if interested in joining. Seasonal requirements are outlined below:

#### **Fall Season**

- 4 of 5 home football games
- 1 road football game on Pep Bus
- 4 home volleyball + 1 road volleyball
- 1 home girls tennis match
- 1 fine arts event

#### **Winter Season**

- 5 home boys basketball
- 5 home girls basketball
- 1 road boys basketball on Pep Bus
- 1 road girls basketball on Pep Bus
- 1 fine arts event

#### **Spring Season**

- 3 home baseball
- 3 home softball
- 1 boys tennis
- 1 fine arts event

## **STUDENT DISCIPLINE**

### **GENERAL CONDUCT OF STUDENTS**

Students are expected to conduct themselves at all times in a manner that promotes the educational and social missions of the school. Students are to cooperate with and respect the rights of other students, employees and teachers. Incidents of misconduct at school which demonstrates a refusal to cooperate or respect the rights of others at the school, violate law or Board of Education policies, generally deny the promotion of the educational and social welfare of the students of the school will require disciplinary measures to be taken by teachers or the administration of the school.

## **IMPLEMENTATION OF THE SAFE SCHOOLS ACT**

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing the school district. This includes the power to suspend or expel a student for conduct that is prejudicial to good order and discipline in the schools or impairs the moral or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail/ or electronic mail, or by direct telephone contact. To be better informed, each student should review the complete handout that outlines all the governing actions of the Missouri Safe Schools Act.

### **DISCIPLINARY STEPS**

The following chart illustrates the type of disciplinary action that may be taken for each problem area. In each case, a minimum and maximum action is listed as well as action for the first occurrence and one for repeated occurrences.

No student or parent should expect to automatically receive either the minimum or maximum disciplinary action when they are involved in a problem. This will be determined on an individual basis in each school based on a wide range of variables such as, but not limited to, the age of student, past record or behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular school or setting. School administrators must exercise professional judgment in these decisions, and may in exceptional circumstances exceed maximum listed consequences. An attempt to commit an offense shall be subject to the same consequences as the commission of the offense. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

\*Indicates students often receive Out-of-School Suspension for first offense.

#### Definition of Offenses:

Problem Area	Definition
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Academic Dishonesty	Cheating on tests, assignments, projects, or similar activity. This includes representing content generated by Artificial Intelligence as one's own intellectual property.										
Artificial Intelligence (AI)	<p>Technology based platforms of various kinds used to gather data from the internet and present it as one's own thoughts/ideas/productions/etc. This could also include the generation of pictures or videos that are used or posted.</p> <p>Inappropriate use of AI could fall under the following disciplinary codes:</p> <table border="1" data-bbox="597 506 1398 842"> <tr> <td>Academic Dishonesty</td> <td>Harassment</td> </tr> <tr> <td>Bullying</td> <td>Hazing</td> </tr> <tr> <td>Dishonesty</td> <td>Technology Misconduct</td> </tr> <tr> <td>Disorderly Conduct</td> <td>Threat/Verbal Assault</td> </tr> <tr> <td>Extortion</td> <td></td> </tr> </table>	Academic Dishonesty	Harassment	Bullying	Hazing	Dishonesty	Technology Misconduct	Disorderly Conduct	Threat/Verbal Assault	Extortion	
Academic Dishonesty	Harassment										
Bullying	Hazing										
Dishonesty	Technology Misconduct										
Disorderly Conduct	Threat/Verbal Assault										
Extortion											
*Assault	Physical attack of one person, or of a group of persons, upon another person, who does not wish to engage in the conflict and who has not provoked the attack.										
Automobile / Vehicle Misuse	The inappropriate use of an automobile on or adjacent to district property, such as careless or imprudent operation, speeding, excessive noise, and similar conduct.										
Bus Violation	Failure to follow the rules of the school bus.										
Defiance of Authority	Refusal to comply with reasonable requests of any school personnel or policy of the school.										
Dishonesty	Any act of lying, whether verbal or written, including forgery.										
Disorderly Conduct	Conduct and/or behavior which is disruptive to the orderly educational procedure of the school.										
*Drugs/Alcohol	Possession, sale, purchase, distribution of unauthorized prescription drugs, alcohol, controlled substances, imitation controlled substances, counterfeit substances, narcotic substances, unauthorized inhalants, drug paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, or attendance while under the influence of or soon after consuming any of the foregoing.										
*Explosive Device	The use, possession, or sale of explosive devices, including fireworks, on school property.										



Extortion	The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.
Failure to Meet Conditions of Disciplinary Consequences	Violating the conditions of a suspension, expulsion or other disciplinary consequence.
*Fighting	Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
Gambling	Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost.
Harassment	Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
*Hazing	Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.
Inappropriate Display of Affection	Students are not permitted to embrace or kiss one another while at school.
Incendiary Devices	Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.
Possession of Inappropriate Material	Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material while at school.
*Sexual Activity	Acts of sex or simulated acts of sex.
Tardiness	Arriving late to class.
Technology Misconduct	Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district

	technology; or evade or disable a filtering/blocking device. This also includes inappropriate use of electronic devices at school.
Threats/Verbal Assault	Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
*Tobacco	The possession or use of tobacco, of any kind, on or adjacent to district property, on district transportation or at any district activity. This includes the use/possession of Electronic Cigarettes, Vape Device (with or without tobacco) and/or paraphernalia.
Truancy (Unauthorized Absence)	Any absence that has not been both excused by a parent or legal guardian and approved by the appropriate school official.
*Unauthorized Entry	Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public.
Vandalism	Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.
*Weapons	Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo The possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Possession or use of ammunition or a component of a weapon.

Range  
of

Consequences for Offenses:

- Informal Talk – A school official (teacher, administrator, or counselor) will speak with the student and attempt to reach an agreement regarding how the student might improve behavior in the future.
- Conference – A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his or her behavior.
- Parent Involvement – Parent(s) notified by telephone, personal contact, electronic mail or letter. A conference may be conducted between the student, his or her parent(s), appropriate school personnel, and any other individuals concerned.
- Short Suspension (Up to 10 School Days) – The student is informed that he or she is subject to a suspension. The student is afforded the appropriate due process procedure. Following this procedure, if the building administrator determines that a suspension is in order, it will be administered at that point.
- Long Suspension (Up to 180 School Days) – The Board of Education authorizes the superintendent of schools to suspend a student for up to 180 school days. The student is informed that he or she is subject to a suspension. The student is afforded the appropriate due process procedures. Following this procedure, if the superintendent of schools determines that a long suspension is in order, it will be administered at that point. A suspension of more than 10 school days may be appealed to the Board of Education through the superintendent of schools, and upon notice of appeal the student shall be reinstated pending the hearing, except as otherwise provided by law.
- Expulsion – The Board of Education authorizes the expulsion of students. The student is informed that he or she is subject to expulsion. The student is afforded the appropriate due process procedure. Following



this procedure, if the superintendent of schools determines that the expulsion is appropriate, he or she would make that recommendation to the Board of Education in which the authority for expulsion rests.

- Virtual Student Discipline - Any Mt. Vernon student participating in a virtual course who becomes involved in disciplinary actions that disrupts the learning process of students (seated or virtual), may be required to return to seated classes.

## **REQUIRED PUBLIC NOTICES**

### **Student Directory Information:**

During the school year, certain directory information may be given out about students at Mt. Vernon R-5 Schools. If parents object to any of the following directory information being given out about their child/children, they should notify in writing Dr. Garrett Prevo, High School Principal, Mr. Kevin Kultgen, Middle School Principal, Mrs. Garner, Intermediate School Principal, Mrs. Christina West, Elementary School Principal or Mrs. Natalie Woodbury, Director of Early Learning Center. After written notification is received, the specified information will not be released.

Directory information includes:

- The student's name, address, telephone number;
- The student's major field of study;
- The student's participation in officially-recognized activities and sports; - The dates the student attended school;
- Degrees and awards student has received;
- Weights and heights in regard to athletics.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Mount Vernon R-V 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, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with developmental delay.

The Mount Vernon R-V 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 Mount Vernon R-V 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. Parent/guardians may request amendment to the educational record if the parent/guardian believes that 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 requirement of the Family Education Rights and Privacy Act (FERPA).

The Mount Vernon R-V School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individual 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 General Education Provision Act (GEPA). This plan may be reviewed at 801 S. Landrum, Mount Vernon, MO, Monday through Friday between the hours of 8:00 and 4:00. This notice will be provided in native languages as appropriate.

Compliance Officer

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

Superintendent

Mount Vernon R-V School District

731 South Landrum

Mount Vernon, MO 65712

Phone: 417-466-7573

Fax: 417-466-0049

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

Director of Student Services

Mount Vernon R-V School District

731 South Landrum

Mount Vernon, MO 65712

Phone: 417-466-7545

Fax: 417-466-0049

The Board also designates the following individual to act as the district's Section 504 and Americans with Disabilities (ADA) coordinator:

Process Coordinator

Mount Vernon R-V School District

731 South Landrum

Mount Vernon, MO 65712

Phone: 417-466-7545

Fax: 417-466-0049

Nondiscrimination Notice

The Mt. Vernon R-V School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Mt. Vernon R-V School District is an equal opportunity employer.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### Non-Discrimination Notice

It is the policy of the Mount Vernon R-V School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to School employment practices may be directed to the Superintendent's Office, 731 S. Landrum, Mount Vernon, Missouri 65712; telephone number 417- 466-7573. Inquiries related to School programs and to the location of School services, activities, and facilities that are accessible to and usable by persons with disabilities may be directed to the Superintendent's Office, 731 S. Landrum, Mount Vernon, Missouri 65712; telephone number 417-466-7573. Anyone attending a meeting of the Mount Vernon R-V School District who requires auxiliary aids or services should request such services by contacting the Superintendent's Office, 731 S. Landrum, Mount Vernon, MO 65712; telephone 417-466-7573. Inquiries or concerns regarding civil rights compliance by school districts or charter schools should be directed to the local school district or charter school Title IX/non discrimination coordinator. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: (816) 268-0550; FAX: (816) 823-1404; TDD: (877) 521-2172.

Dear Parent or Guardian:

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

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

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

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

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

More information on Missouri Department of Elementary & Secondary Education's ESSA Complaint Procedures is available at <https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf> or you may contact your child's school.

### Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

**Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA)**

**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs (Title I. A, B, C, D. Title II, Title III, Title IV. A, Title V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under Every Student Succeeds Act of 2015 (ESSA) (In Compliance with ESSA Title VIII-Part C. Sec.8304(a)(3)(C)).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? <b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

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

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

**4. How will a complaint filed with the LEA be investigated?** Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

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

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

**6. How can a complaint be filed with the Department?** A complaint filed with the Department must be a written, signed statement that includes:

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

**7. How will a complaint filed with the Department be investigated?** The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

**1. Record.** A written record of the investigation will be kept. **2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed. **3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

**4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

**5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

**6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

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

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

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