

2011-2012 MRH HIGH SCHOOL



STUDENT HANDBOOK

“Success-making the effort to be the best you are capable of becoming”

**MAPLEWOOD RICHMOND HEIGHTS HIGH SCHOOL
MRH SCHOOL DISTRICT**

7539 Manchester Road

St. Louis, MO 63143

Central Contact Numbers/Information

Office (314)644-4400

FAX (314)781-3160

Superintendent: Dr. Linda Henke

Assistant Superintendent: Karen Hall

Chief Financial Officer: Kay Lesley

Director of Buildings and Grounds: Beth Rowland

Director of Communications: Tom Wickersham

Board of Education

Maria Langston, President
Lamar Agard, Vice President
Rev. Ralph Posley, Director
Francis Chmelir, Director
Julie Pole, Director
Nelson Mitten, Treasurer
Brooke Rintoul, Secretary

Board Secretary: Kat Norton

It is the policy of the Maplewood Richmond Heights 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 District employment practices and programs may be directed to the MRH School District, Karen Hall, Assistant Superintendent, 7539 Manchester Road, Maplewood, MO 63143; telephone number 314-644-4400.

INQUIRIES OR CONCERNS REGARDING CIVIL RIGHTS COMPLIANCE BY SCHOOL DISTRICTS SHOULD BE DIRECTED TO THE LOCAL SCHOOL DISTRICT TITLE IX/NON-DISCRIMINATION COORDINATOR. INQUIRIES AND COMPLAINTS MAY ALSO BE DIRECTED TO THE KANSAS CITY OFFICE, OFFICE FOR CIVIL RIGHTS, 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. (See Board Policy AC.)

www.mrhsd.org

WELCOME TO MRH HIGH SCHOOL:

A NOTE FROM THE PRINCIPAL

It is my privilege to be your principal and I look forward to supporting you and pushing you to new heights in your academic and life endeavors. I need your help in making MRH High School the best school it can be! I want you ALL to have a successful year this year and we have put some things in place to help you do that. Let's take a quick look at what "success" means.

Success-the peace of mind attained knowing you made the effort to be the best you are capable of becoming. Success is doing the best with what you have been given.

Remember, school is YOUR PLACE OF WORK. I believe in you and expect you to continually improve. I have the same expectations for myself, and our teaching staff. Teachers have a right to teach and students have a right to learn. No one has a right to interrupt that process. The business of school is teaching and learning, ALL DAY, EVERY DAY. Our time here in the classroom is sacred and the reason for our existence. I still expect you to have fun and enjoy your high school experience, but I want you to have the kind of fun that comes with doing things the right way.

As students of MRH, WE ACHIEVE, that is what we do. I expect you to achieve this year. Just as in the real world people expect results and effort, so do I expect results and effort here at school. This year you will be challenged to be the best you can be not only as a student, but as a person as well. **We are all on the same team!** I thank you so much for your support and hard work!

With Blue Devil Pride!
Mr. Grawer-MRH High School Principal

MRH has an obligation to provide instruction to homeless students or help homeless students return to their previous school as appropriate. (See also Board Policy IGBCA)

District Mission Statement:

The mission of the Maplewood Richmond Heights School District is to inspire and prepare students as leaders, scholars, stewards and citizens for a diverse and changing world.

MRH HIGH SCHOOL
Proud Home of the Blue Devils
7539 Manchester Road
St. Louis, MO 63143

Contact Numbers/Information

HS Main Office: Kim Jones
(314)644-4401

HS Attendance: Debbie Phillips
(314)446-3802

HS Guidance/Registrar: Patti Johnson
(314)446-3805

Student Services Director: Vince Estrada
(314)446-1712

SSD Area Coordinator: Catina Lyles
(314)446-1714

School Resource Officer
(314)446-3809

Health Office: Gail Daber, RN
(314)446-3813

MRH Student Success Center: David Harris, Director
(314)644-0183

Cafeteria/Food Service Director: Carol Kon
(314)446-1718

Director of Apprenticeship/Career Exploration, John Capuano
(314)446-3819

9-10 Grade Counselor: Gwen Donnell
(314)446-3810

11-12 Grade Counselor: Justin Harcharic
(314)446-3806

MRH SENIOR HIGH SCHOOL STAFF

Kevin Grawer-Principal

Michael Maclin, Assistant Principal (3905)

Dr. Deann McCann, Assistant Principal (3804)

Malcom Hill, Athletic Director (3803)

Phone Extensions

To contact an individual teacher dial

(314)446- followed by the 4-digit extension following the name

English		
Miranda Dorn(3826)	Mike Cassell(3848) Otto Schulteans(1728)	Derek Rowley(3827) Patrice Bryan (3839)
Foreign Language-Spanish		
Nicole Notorangelo(3829)		
Mathematics		
Cheryl Carmon(3834)	Elizabeth Whiteside(3837) Rachel Ward(3836)	Jennifer Simon (3840)
Science		
Kathleen Dwyer(3841)	Chuck McWilliams(3850) Dave Roberts(3851)	Ben Nims(3862)
Social Studies		
Shane Dixon(3838)	Christine Henske(3833)	Robert Welker (3835)
Fine Arts		
Nick Urvan (3822)	Holly Potthoff(3828) Chris Stocker(3855)	Jason Harris(3821)
Practical Arts		
Dave Grossman(3831)		Chris Steffen(3854)
Physical Education		
Amber Godfrey(3844)		Chris Meyer(3859)
Special School District Staff		
Karen Finklang(3857) Erin Taylor (3845)	Cindy Martin(3832) Eleanor Wagner(3856)	Zane Meirick (3849) Kim Hagemann(3845)
Guidance and Counseling		
Justin Harcharic(3806)	Patti Johnson (3805)	Gwen Donnell(3810)
Library/ESOL		
Laura Laramore (3860)		
Special Programs Staff		
Phil Crawford-Tech/Full Time Sub.	Corey Frazier(3843) ISS	School Resource Officer John Redden-BDC (1728)
Administrative Assistance Staff		
Kim Jones Principal (3800)	Debbie Phillips Attendance/Assist. Principals (3802)	Patti Johnson Guidance/Registrar (3805)

Or email our any of our staff members
first name initial.last name @mrhsd.k12.mo.us

Parents can request information on the professional qualifications of their child’s teacher at anytime. Contact the District HR office at (314)644-4400. (See Board Policy GBL.)

MRH HIGH SCHOOL SCHEDULES
MRH HIGH SCHOOL DAILY SCHEDULES 2011-2012

MRH High School is open to students from 7:45-3:25PM. (On early dismissal days, students are to be off campus no later than 15 minutes past dismissal time.) Students who are on campus outside of those times are expected to be under direct supervision of a staff member. Parents are asked not to drop off students outside the aforementioned times. **Tutoring will be offered Tuesday-Thursday from 3:20-4:20**

MONDAY SCHEDULE		EARLY RELEASE	
8:05-8:50	AM 1	8:05-8:42	AM 1
8:55-9:40	AM 2	8:47-9:24	AM 2
9:45-10:30	AM 3	9:29-10:06	AM 4
10:35-11:20	AM 4/announce	10:11-10:40	ADVISORY
11:20-11:48	LUNCH 1	10:40-11:07	LUNCH 1
11:53-12:40	PM 1B	11:12-12:01	PM 1B
11:25-12:12	PM 1A	10:45-11:34	PM 1A
12:12-12:40	LUNCH 2	11:34-12:01	LUNCH 2
12:45-1:30	PM 2	12:06-12:43	PM 2
1:33-2:20	PM 3	12:48-1:25	PM 4
2:25-3:10	PM 4		

	TUES	WED	THURS	FRI
8:05-9:08	AM 1	AM 1	AM 1	AM 2
9:13-10:16	AM 2	AM 2	AM3	AM 3
10:21-11:23	AM 3	AM 4	AM 4	AM 4
11:23-11:51	LUNCH 1	LUNCH 1	LUNCH 1	LUNCH 1
11:56-12:55	PM 1B	PM 1B	PM 1B	PM 2B
11:28-12:27	PM 1 A	PM 1 A	PM 1 A	PM 2 A
12:27-12:55	LUNCH 2	LUNCH 2	LUNCH 2	LUNCH 2
1:00-2:02	PM 2	PM 2	PM 3	PM 3
2:07-3:10	PM 3	PM 4	PM 4	PM 4

	FRIDAY
8:05-9:02	AM 2
9:07-10:05	AM 3
10:10-11:07	AM 4
11:11-11:40	ADVISORY
11:40-12:07	LUNCH 1(GO TO 2B)
12:33-1:00	LUNCH 2 (GO TO PM 3)
11:45-12:32	PM 2A
12:12-1:00	PM 2B
1:05-2:04	PM 3
2:09-3:08	PM 4

MRH HS Final Exam Schedule 2011-12

Exam schedule for **Wednesday, December 19, 2011** and **Tues., May 22, 2012**

Final AM 1	8:05-9:30
Final AM 2	9:34-11:00
LUNCH FOR 9-10/ADVISORY FOR 11	11:00-11:25
LUNCH FOR 11/ADVISORY FOR 9-10	11:25-11:50
Final PM 1	11:54-1:19

*Library open until 4:30. Teachers remain in building normal hours helping students, running tutoring sessions, or grading finals.

Exam Schedule for **Thursday, December 20, 2011** and **Wed., May 23, 2012**

Final AM 3	8:05-9:30
Final AM 4	9:34-11:00
Lunch for 9-10/advisory for 11	11:00-11:25
Lunch for 11/ Advisory for 9-10	11:25-11:50
Final PM 2	11:54-1:19

*Library open until 4:30. Teachers remain in building normal hours helping students, running tutoring sessions, or grading finals.

Exam Schedule for **Friday, December 21, 2011** and **Thurs., May 24, 2012**

Final PM 3	8:05-9:30
Final PM 4	9:34-11:00 (Students dismissed after final)

Teachers remain in building normal hours helping students, running tutoring sessions, or grading finals. Seniors have graduation practice.

MRH High School

Semester Final Exam Exemption Policy For Seniors

Senior Students only may choose to be exempt from the semester final exam in any course in which they meet the following criteria:

1. An average of 90% or higher during the semester of the selected course No more than three (3) absences from class (excluding field trips)
2. Two (2) tardies to the selected course is equivalent to one (1) absence
3. **Teachers always have the discretion to make an exam mandatory for any student. Teachers may also choose to not partake in the senior exemption policy. They will discuss this with seniors in advance.**

Note:

- ISS, OSS, excused, pre-approved, and unexcused are all considered absences from class
- Students with ISS or OSS will not be exempt from semester final exams.
- Semester finals are mandatory for AP courses and/or courses taken for college credit.
- 12th graders can apply for up to two final exemptions per semester.

Underlying Rationale and Beliefs:

Semester final exemptions should be a privilege, not a right. The fundamental purpose of final exemptions is to increase individual student attendance rates and improve classroom achievement. In addition, the final exemption policy also aims improve overall student behavior and attitude toward school.

Semester _____ **20** _____

**MRH High School
Semester Final Exam Exemption Application Form**

Student Name _____

Grade _____

Course Name	Grade (%)	Absences	Tardies	Office Approval

Student Signature

Date

THE HONORS OPTION AT MRH HIGH SCHOOL

Students at MRH High School may choose to participate in the honors option for up to two of their classes each semester. Honors option is designated in the course guide for those classes where it is available. Students who select the honors option will participate in the regular course that is being taught; however, approximately twenty-five percent of their work in the course will involve "advanced differentiation." This may include the study of additional objectives, advanced readings, sophisticated problem-solving, and individualized research and more writing. Honors students can expect to do more work than those taking the standard curriculum, and regularly their assignments will require more sophisticated thinking than standard assignments. On occasion, honors students may be required to participate in out-of-school experiences such as visiting an art exhibit, attending a speech, or interviewing an individual. The school will cover all expenses associated with these experiences. **Please note that Honors Option class grades are not weighted.**

To participate in an honors option in a class, a student must have earned a B or better in a course in the same discipline the semester before and obtained the teacher's recommendation indicating readiness for higher level course work. If a student participating in the honors option is unable to maintain a B during any quarter, the student will be returned to the standard curriculum. Every attempt will be made to schedule a minimum of three honors students in a specific class period so that they can collaborate on advanced work.

Students who successfully complete the honors option for any course will have it noted as an honors course in their transcript. For students preparing for college, this is especially useful in demonstrating a rigorous high school program.

COURES OFFERING THE HONORS OPTION THE 2011-2012 SCHOOL YEAR

Course Title	Teacher Name
English I	Ms. Dorn
9 th Grade Physics	Mr. Roberts
World History	Mr. Welker
Chemistry	Mrs. Dwyer
English III	Mr. Rowley

Contract for Honors Option

Student Expectations:

- I understand I must have a 'B' or higher grade in the previous year's related course as well as a teacher recommendation to be considered for Honors Option
- I understand that the class will consist of a **higher level of work** and a different type of work. Approximately twenty-five percent of the work in the course will involve "advanced differentiation." This "advanced differentiation" may include the study of additional objectives, advanced readings, sophisticated problem-solving, individualized research and more writing
- I understand I may be required to participate in out-of-school experiences such as visiting an art exhibit, attending a speech, or interviewing an individual. (All expenses associated with these experiences will be covered by the school)
- I understand I must maintain a 'B' grade or higher each quarter or I will be placed back in the regular class section and not receive honors designation
- I understand that upon successful completion of the honors option course that my MRH HS transcript will denote that I have passed an "honors course"
- I understand a student may not enroll in more than 2 honors courses at a time and that honor's options course grades are not weighted.

I have read and agree to abide by the conditions listed above in the Contract for the Honors Option Code. I see the Honors Option as a good fit for me and wish to enroll in (list course name(s) here)

_____. My grade in the previous year's related course was _____.

Student Signature/Date

Teacher Signature (from previous year's related course)

Parent Requirements and Permission:

- I have read the Honors Options Expectations and understand them
- I understand that my son/daughter will be required to do more work and a higher quality of work to earn the honors designation
- I understand that my child may lose honors designation, and return to the normal class, if he/she falls below a B at any quarter grading point
- I understand my child may spend time in out-of-school experiences to earn honors designation
- I give my approval for my son/daughter to enroll in the Honors Options courses for the 2011-12 school year.

Parent Signature/Date

ATTENDANCE POLICIES/PROCEDURES

Regular daily attendance is the responsibility of the parent/guardian and the student.

Regular attendance is very important to successful schoolwork and is essential in maintaining good order, discipline, morale and good conduct in the schools. While a student is enrolled in school, his/her number one job is attending classes regularly and fulfilling all class requirements. Regular and prompt attendance is a habit and should be cultivated as such.

If an absence is necessary, the parent/guardian must explain the absence by calling the attendance secretary at 446-3802, by writing a note, or by appearing in person. The following information is needed:

- The name of the person calling or writing and the relationship to the student
- The absent student's name.
- The reason for the absence.
- The anticipated period of absence, if known.

The responsibility for make-up work rests with the student. After an absence, students must make appropriate arrangements with individual teachers during non-academic time. Efforts will be made to contact parents daily regarding a student's absence. All absences will be deemed to be unverified/unexcused unless the parent and/or guardian and the administration agree to verify them as excused. Unverified/Unexcused absences may lead to missing assignments, failing grades, disciplinary consequences, and/or removal from class with loss credit. Students who are excessively absent will be referred to the Principal and/or Superintendent and may be referred to appropriate authorities (if under the age of 16 years of age) or dropped from MRH for Lack of Academic Effort. Students may be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

Board of Education policy JED and JEDA outline district attendance requirements and procedures and will be POSTED within the building mailed home to students, mailed home with notices for poor attendance.

LATE ARRIVALS

To School

Students arriving after the tardy bell (8:05) to start school MUST sign in through the attendance/deans office late to be properly admitted to school. Time missed will result in time being made up through detentions or academic tutoring. Continued tardies to school may result in loss of credit for individual classes missed. This will affect progress to graduation and may delay graduation. Students who have 10 + tardies to their first AM class may be dropped from the class and receive a "withdraw/fail grade." **Students will also be visited by the SRO at home if chronically tardy and sent to family truancy court.**

To Class

Students are expected to be in their assigned classrooms, areas, or offices prepared to work when the bell rings. The MRH High School tardy procedures will be strictly enforced as students have complete control to be on time each and every period.

Tardies to classes will be issued and recorded in PowerGrade/School by individual classroom teachers.

1st tardy	Verbal notification
2nd tardy	Final warning
3rd tardy	Detention assigned
4th tardy	2 Detentions assigned
5th tardy	ISS assigned.
6th tardy +	Possible actions are: ISS, student is forced to drop class (after 10th tardy and accept a failing grade), parent is required to attend class with student. Student receives a 1-5 day OSS and meeting with parents and principal upon return.

(Failure to serve detentions is an automatic ISS the following day)

TARDY (HALL) SWEEPS

Surprise tardy sweeps will occur throughout the year to encourage students to get to class. Periodically, building administration will call for “tardy (hall) sweeps” in which each student found late to class that hour will be forced to serve a detention that very day. If the student fails to show up to detention he/she will have an ISS the following day. Repeat offenders will receive multiple days ISS and possible OSS days as well. Parents of repeat offenders will be required to come in and meet with an administrator.

STUDENT EARLY RELEASE

Students will not be excused before the end of a school day without a written request for the early dismissal by the student’s parent/guardian and/or a phone call to verify early dismissal. Students who leave school early with permission must sign out through the attendance office. **During testing and finals week, parents/guardians must physically sign students out in the attendance office.**

All students, regardless of age, must sign out and have appropriate permission to depart early.

In cases of emergency, the school administration or secretaries will accept a verified telephone call.

After verification from parent or guardian, an early dismissal slip is written and presented to the teacher whose class the student will be leaving. The student will sign out in the attendance office, and the student is to be picked up at the gym canopy door or office. This will allow the attendance secretary to visually see whom the child is leaving with.

Students who leave school grounds without permission will be considered truant.

TRUANCY

A student is truant when absent from school without the permission of his/her parent or guardian and the school administration. Students who are absent from a class without permission from the teacher and/or the school administration are not in their assigned area if they remain on campus. All students must have permission from the school administration to leave the campus during the school day. Students are not to leave the campus during the lunch periods (except for privileged students on select days). Students must remain in the lunch room or other supervised area for the entire lunch period. **Students who are chronically truant (more than once,) may be referred to St. Louis County truancy court by the SRO or the Division of Family Services.**

WITHDRAWALS

Students who intend to withdraw from the MRH High School must have a parent contact the principal by letter, telephone, or by a visit to school. The student will then be given a withdrawal form by the registrar. The student must have the withdrawal form signed by all of his/her teachers, the librarian and his/her counselor before returning it to the registrar. Students who owe fines will have academic records held by the MRH administration until such fines are paid to the district. No grade cards, transcripts, or diplomas will be issued to students, parents, or schools until all books are turned in, library status cleared, athletic clothing/equipment/fines paid, and other fines assessed to student accounts satisfied. (See also Board of Education policy JO & JO-R.)

Notice is hereby given that District will transfer student records, including discipline records, to another school district where the student is seeking to enroll.

GENERAL INFORMATION/NOTICE

Students and families have specific rights under the Federal Educational Rights and Privacy Act (FERPA) and MRH board policies. We encourage you to review these documents and would be happy to assist you. (See also Board Policy JO, Procedure JO-AP)

Parents have the right to review and inspect materials used in our Health curriculum (and sexuality instruction). (See also Board Policy IGAEB.)

Notice is hereby given that the District must release the names, addresses, and telephone numbers of secondary students to recruiters from the military or from institutions of higher education that request them unless parents have specifically notified the District not to.

Notice is hereby given of the rights pursuant to the protection of pupil rights amendment (PPRA). (See also Board Policy JHDA)

DISCIPLINE EXPECTATIONS/PROCEDURES

MRH EXPECTATIONS

Our expectations here are simple

- Be in your assigned seat/area ready to work when the bell rings.
- Have paper, pencils, books and ALL needed supplies every day.
- Keep hands, feet, books and objects to yourself
- NO profanity, rude gestures, teasing or putdowns.
- Follow directions of all school personnel.
-

Students are considered to be under the supervision of the school while at bus stops, upon boarding the bus, and until departing the bus at the end of the day. Until a home dwelling is entered, “case law” indicates students fall under the jurisdiction of the school and school rules. Offenders are subject to disciplinary action, police notification, and charges if warranted.

Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time. We expect our students to display the positive character traits we continue to surround ourselves with at this high school.

POSSIBLE DISCIPLINARY ACTIONS

The following disciplinary actions reflect interventions that are available to the staff in handling disciplinary matters. At the discretion of the principal, alternative actions, including but not limited to time out, a change in the student’s schedule or length of school day, isolation from peers at lunch, or parents attending class with a student may be taken. Actions taken and results are recorded in the administrative log in PowerSchool. Teachers may assign after school detention/Saturday detention for minor infractions of school rules.

The MRH School District Policy JGA strictly prohibits the use of corporal punishment as a disciplinary action.

Informal (Later) Talk

A school official (teacher, administrator, or counselor) will talk to the student regarding the student’s behavior.

Student 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/her behavior.

Behavior Contract

The administrator, counselor, or teacher in consultation with the parent and student may develop a behavioral contract. A behavioral contract identifies a specific behavior, describes how the student should behave, and clearly specifies the consequences of misbehavior.

Parent/Guardian Observations

Parent / Guardian attends class with the student. Consent/accompaniment by the principal for a specified amount of time is required.

Confiscations

Any staff member may take items not allowed in school, items that are being used inappropriately, or items that are causing a disruption. Such items may be kept by the school administration and will be returned to the parent, student, or the police depending on the nature of the item.

Parent Involvement

A parent and/or legal guardian is notified of disciplinary action **BY THE STUDENT FIRST**, then, by telephone message, personal contact, letter, or certified letter from the school if necessary. A conference may be conducted between the student, his/her parents, a school administrator, and/or teacher as appropriate. Parents are encouraged to speak to the teacher(s) first as they may have first hand knowledge about student actions/grades.

Referral to the Counselor

Students may be required to meet with an assigned counselor on a periodic basis. The counselor will advise students on ways of improving his/her behavior. The counselor may recommend special projects to the student including reading, attending seminars, etc.

Detention

Students may receive a detention—either a regular or Saturday at the discretion of the teacher and/or principal. The parent is responsible for the student's transportation.

Students who miss a teacher assigned detention will be assigned one by the appropriate dean. Those who chronically miss teacher assigned detentions will be subject to more harsh disciplinary consequences.

In-School Suspension

Students may receive In School Suspension (ISS) as an alternative to Out of School Suspension (OSS) at the discretion of the principal or deans. Mr. Corey Frazier runs our ISS program.

Referral to Other Agencies

Students are referred to other agencies as appropriate, i.e.; Special School District, Division of Family Services, and substance abuse assessment programs.

Referral to Law Enforcement Agencies

Students will be referred to the appropriate law enforcement agency for illegal and/or repeated behaviors. Law enforcement officials may enter, detain, or arrest a student for violation of any Missouri/Federal law at any time with approval of the principal.

Assignment of Extra Duty or Extra Work

Depending on the nature of the behavior infraction, duties or extra work may be assigned to match the nature of the offense and are to be completed by the student on his/her own time. These duties or extra work shall be assigned and evaluated by a teacher or administrator.

Deprivation of Privileges

Extra-curricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at assemblies, and other special events are privileges, not rights. Any or all of these privileges may be revoked.

Restitution

Students will be responsible for the payment of and/or restoring school property that has been vandalized, damaged, lost or stolen.

Temporary/Permanent Removal from Class

A student may be temporarily or permanently removed from a class. A conference between the student, parent, teacher, principal, and/or personnel may be held if deemed necessary by the principal and/or parent.

Out of School Suspension

Short Term:	1-5 days
Long Term:	6-10 Days-Principal
Extended:	11-180 Days -Superintendent

A building dean/principal can suspend a student for a period of time not to exceed 10 school days. Depending on the severity of the incident, the building principal, after an administrative hearing/review, may refer a discipline case to the superintendent, who may in turn extend the student's suspension for a period of time not to exceed 180 school days. All extra-curricular privileges are also suspended. If a student has been suspended for more than 10 days, parents and the student must meet with the principal prior to the student's return to school. A student who has received multiple suspensions may be referred to the superintendent for consideration of further action.

During suspensions of three or more days, the assigning administrator will request homework and classroom. These assignments may be picked up in the guidance office and may be completed in order for a student to stay as current as possible for classes.

Expulsion

Expulsion is the removal of a student from school by action of the Board of Education. Only the Board of Education can expel a student from school.

Students who are suspended or expelled are prohibited from being on District property (for any reason) unless permission is granted by the Superintendent or Designee. Suspended students, who are found on school property without permission, will face trespassing charges and additional disciplinary actions and/or arrest.

STUDENT DISCIPLINE (excerpts from Board Policy JG-R)

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. 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 school property. School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

Additionally, case law indicates that you are under our indirect supervision until the moment you enter the “threshold” of your dwelling. Please consider this due warning that violations of school rules on the sidewalks and streets adjacent to our buildings will not be tolerated.

Please be advised that under Missouri law, our property and surrounding properties, houses, and yards are deemed “Drug Free School Zones”. Violation of this law carries both fine and imprisonment.

It is the policy of the School District of MRH to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

- First or second degree murder under §§ 565.020, .021, RSMo.
- Voluntary or involuntary manslaughter under § 565.024, RSMo.
- Kidnapping under § 565.110, RSMo.
- First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
- Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
- Forcible rape or sodomy under §§ 566.030, .060, RSMo.
- Burglary in the first or second degree under §§ 569.160, .170, RSMo.
- Robbery in the first degree under § 569.020, RSMo.
- Possession of a weapon under chapter 571, RSMo.
- Distribution of drugs under §§ 195.211, .212, RSMo.
- Arson in the first degree under § 569.040, RSMo.
- Felonious restraint under § 565.120, RSMo.
- Property damage in the first degree under § 569.100, RSMo.
- Child molestation in the first degree pursuant to § 566.067, RSMo.
- Sexual misconduct involving a child pursuant to § 566.083, RSMo.
- Sexual abuse pursuant to § 566.100, RSMo.

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

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Prohibited Conduct (from Board Policy JG-R unless noted)

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials may notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy and will contact the parents or legal guardian.

1. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

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

2. Assault

a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

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

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

b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

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

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

Subsequent Offense: Revocation of parking privileges, in-school suspension, or 1-180 days out-of-school suspension.

4. Bullying (see also Board policy JFCF)--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

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

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

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

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

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

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

Although not specifically addressed in the Board Policy,

Students who cheat on any assignment/test are guilty of **Academic Dishonesty**.

Corrective Action: Zero on assignment/test, Principal/Parent/Student conference, detention, in-school suspension, 1-180 days OSS

7. Disrespectful or Disruptive Conduct or Speech (see also Board Policy AC if illegal harassment or discrimination is involved)--Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.

Students will not be disciplined for speech in situations where it is protected by law.

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

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

Although not specifically addressed in this Board Policy,

Students who disrupt the educational or co-curricular environment of MRH will be considered guilty of **disorderly conduct**. Disorderly conduct includes, but is not limited to, running, pushing, shoving, or engaging in horseplay. Verbal or physical interactions that result in a disruption are also considered to be disorderly conduct.

Corrective Action: Principal Conference, detention, in-school suspension, 1-180 days O.S.S./ and/or Expulsion

Although not specifically addressed in this Board Policy,

Students who occupy any school building, school grounds, or school bus in such a way which deprives others of its use; block the entrance/exit of any school building, corridor, doorway, or classroom passageway which deprives others access; and/or block normal pedestrian/vehicular traffic on the school campus will be considered guilty of **obstruction**.

Corrective Action: Principal Conference, detention, in-school suspension, 1-180 days O.S.S./ and/or Expulsion

8. **Drugs/Alcohol (see also Board policies JFCH and JHCD)**

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

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

Subsequent Offense: Parent/Principal/Student conference, 1-180 days out-of-school suspension or expulsion.

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

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

Subsequent Offense: Expulsion.

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

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

Subsequent Offense: Expulsion.

9. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

Although not specifically addressed in this Board Policy,

Gambling is the participation in any game in which money or other items are or may be exchanged.

Corrective Action: Principal/Student conference, detention, in-school suspension, 1- 180 days O.S.S., confiscation of paraphernalia/ and/or Expulsion, confiscation of paraphernalia

10. **Failure to Meet Conditions of Suspension**—Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

11. **False Alarms (see also Threats or Verbal Assault)**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

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

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

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

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

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

13. **Hazing (see also Board policy JFCF)**--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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

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

SECRET ORGANIZATIONS (Board Policy JFCE)

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the School District of Maplewood-Richmond Heights by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

Proposed Gang and Gang-Related Activities

The Board of Education desires to keep district schools and students free from the threats of harmful influence of any groups or gangs which advocate drug use, violence, intimidation, threats or disruptive behavior.

The presence of or student involvement in gangs or gang-related activities on school premises, school vehicles, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. The Board further prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs which advocate drug use, violence, intimidation, threats, or disruptive behavior. Any student who violates this policy shall be subject to suspension or expulsion.

As used herein, the term "gang" shall mean any group of two (2) or more persons which is organized or assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is harmful to the public good, or (3) engaging in conduct that interferes with or disrupts the district's educational process or programs.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, including without limitation recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his or her will in furtherance of the common purpose or design of any gang.

14. **Public Display of Affection**—(PDA) Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

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

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

15. **Sexual Harassment (see also Board policy AC and regulation AC-R)**

a. Use of unwelcome verbal, written or symbolic language of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

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

b. Unwelcome physical contact of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

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

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

Although not specifically addressed in this Board Policy,

Indecent exposure of breast, genitals or buttocks or use of sexual gestures constitutes **sexual misconduct**.

Corrective Action: Principal Conference, 1 -180 days O.S.S./ and/or Expulsion.

16. Technology Misconduct (see also Board policy EHB and regulation EHB-R)

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

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

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

b. Violation other than those listed in "a" of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

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

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

Notice that there is no expectation of privacy in the use of District/student computers or other technology.

Although not specifically addressed in this Board Policy,

students are not to use **electronic devices**, including but not limited to paging devices, portable telephones, portable music players—radios, CD/tape, MP3, hand-held games, games, toys, that are not related to instruction unless so authorized. **Staff may confiscate unauthorized items if used during the school day or the items disrupt the educational environment. Any confiscated electronic item will cost the student 10\$ to have it returned.** Items may be released to parents or kept in the principal's office for the year.

***IF A STUDENT IS ASKED TO HAND OVER A CELL PHONE, HEADPHONES, IPOD, OR OTHER ELECTRONIC DEVICE AND REFUSES IT WILL RESULT IN AN AUTOMATIC 2 DAY OUT OF SCHOOL SUSPENSION.**

Corrective Action: Principal Conference, confiscation, 1-180 days ISS/O.S.S., confiscation/ and/or Expulsion

17a. **Theft**--Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.

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

17b. **Theft of School Issued Laptop** will result in **a minimum semester suspension and/or up to 180 days of suspension** and require a superintendent's hearing.

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

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

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

19. Tobacco

a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

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

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

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

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

Under § 602.320, RSMO which prohibits smoking in or adjacent to school buildings, the St. Louis County Department of Health will assess fines from \$25-\$500 upon referral by school administrators.

20. Truancy (see also Board policy JEDA)--Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

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

Subsequent Offense: 3-10 days in-school suspension, truancy court hearing, 1-10 days of OSS.

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

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

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

22. Vandalism (see also Board policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

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

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

23. Weapons (see also Board policy JFCJ)

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMO, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

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

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

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

Although not specifically addressed in this Board Policy,

The possession or use of **fireworks or explosive devices** is forbidden. Device(s) will be confiscated and the police will be notified.

Corrective Action: 11 -180 days O.S.S. and/or Expulsion.

WEAPONS (Board Policy JFCJ)

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities. Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

FOR COMPLETE BOARD POLICIES, VISIT OUR WEBSITE

www.mrhdsd.org

DRESS CODE

Personal appearance and attire are primarily the responsibility of the parent/guardian and the student. Your school must share this responsibility by helping each student to learn what clothing is appropriate and acceptable during the school day. We do not expect you to agree in all cases but we do expect you to seriously consider the question of proper attire while attending school and the need for all of us to cooperate with the following requirements.

All of these suggestions comply with acceptable standards of health and safety while minimizing distractions in the classroom. There may be cases not included in this list that would be considered improper. The dress code requirements will be consistently enforced. The office of the principal will make final determinations of what may or may not be acceptable. (See also Board Policy JFCA.)

- First and foremost present a neat and well-groomed appearance.
- Clothing should be safe and non-objectionable.
- Head gear during school hours is not acceptable. Caps, hats and headscarves, hoods or any item covering the head/face shall not be worn in the building unless specific religious observance is documented. Earmuffs are not allowed. Such items must be kept in the student's locker.
- Faces are to be visible. Sunglasses or other objects that obscure the face/eyes are not to be worn in the building (unless a medical reason is indicated by a doctor).
- Tops should be appropriate. Excessive showing of shoulders and/or torso is not allowed. Tank top straps should be of 2 inches minimum. Midriff shirts are not permitted. Fish net shirts are not permitted.

- Pants/bottoms should be appropriate. No short-shorts or mini skirts—as a rule of thumb, the bottom of the short/skirt should come to the hand when it is extended to the side of the leg. **Pants worn so low the hips that exposes undergarments and/or shorts (saggin’) will not be permitted.**
- **HATS and HOODS are not to be worn in the building. Hats will be confiscated.**

Sagging-SAGGING IS NOT PERMITTED AT MRH HS! Sagging is defined as wearing pants so low as to show any undergarment or shorts under the pants. Any student sagging will face the following punishments :

1st offense-asked to pull pants up and must keep them up or face further punishments.

2nd offense-Student is given ISS

3rd offense-student is sent home on the third offense for a **one day out of school suspension. Return to school with a parent or guardian to meet with an administrator.**

4th offense +-student is sent home for a 3-5 day out of school suspension and/or possible referral to superintendent. Must return to school with a parent to meet an administrator.

- All students must wear shoes. **House slippers or other unsafe shoes will not be allowed.**
- **Objectionable writing, pictures or advertising will not be permitted**
- Excessively oversized clothing/jewelry is not allowed for safety reasons

Corrective Action: Principal Conference, detention, in-school suspension, 1-180 days OSS

ACADEMIC ACHIEVEMENT

Grading Scale

The purpose of the Maplewood-Richmond Heights High School grading system is to report scholastic achievement. Our marking system represents achievement of objectives in a given class. Since objectives are attainable by all students and grades are criterion referenced, it is possible for all students to achieve an **A**.

MRH GRADING SCALE

A indicates Superior Achievement in all desirable objectives of the course		
	93%-100% = A	90%-92% = A-
B indicates Good Achievement —substantially better than the all-school average		
87%-89% = B+	83%-86% = B	80%-82% = B-
C indicates Average Achievement		
77%-79% = C+	73%-76% = C	70%-72% = C-
D indicates achievement substantially Below the all-school Average Achievement		
67%-69% = D+	63%-66% = D	60%-62% = D-
below 60% = F — Unacceptable Achievement Credit is not granted for an “F” grade. Students who drop a class after the beginning of the 6th (sixth) week of the semester will receive an “F” on their permanent record. Circumstances may warrant an exception to this rule.		

MRH transcripts use a 4.0 GPA scale
(A=4.0, B=3.0, C=2.0, and D=1.0).

Report Cards/Progress Reports

Report cards are issued four times each year following the close of each quarter or semester. Report cards are handed to students or mailed to the parents. In addition, at the mid-point of the quarter, progress reports are given to students or mailed home. Parents are encouraged to consult with the teacher to determine the reason for unsatisfactory performance. Students must pay all fines assessed by the school or report cards will remain in the administrative office.

Honor Roll

Students who distinguish themselves as outstanding scholars will receive recognition by having their name placed on the honor roll that is prepared at the end of each quarter and semester. The Honor Roll will recognize students with a 3.0 GPA and higher. The Principal’s Honor Roll will recognize students with above a 3.4 GPA.

Late Work

Students are expected to hand in work when it is due. Teachers do not have to accept late work. If they choose to, each teacher may have a late work policy that calls for natural “stops” (or deadlines) in which late work up to a certain point will not be accepted.

There are 4 natural “stopping points” each semester.

Stop One-1st progress report. Only work due/done up to that point of the first progress report may be handed in (unless otherwise approved by a teacher.)

Stop Two=1st/3rd quarter report card. Only work done after the first progress report and up to the last day of the 1st/3rd quarter will be accepted (unless otherwise specified by a teacher.)

Stop Three=2nd progress report. Only work done after the 1st/3rd quarter report card deadline and up to the 2nd progress report will be accepted (unless otherwise specified by a teacher.)

Stop Four=2nd/4th quarter grades. Only work done after the 2nd progress report and up until the end of the 2nd/4th quarter will be accepted (unless otherwise specified by a teacher.)

(Teachers always have a right to make exceptions to students late work based on sickness, conversations with parents/students, illness, other extenuating circumstances etc...)

ACADEMIC PREPAREDNESS/EFFORT

Every student should arrive at school and at each class prepared to learn. Such preparedness includes, but is not limited to, having all necessary materials and supplies needed for class, and entering with the purpose of participating and providing proper effort.

Continued lack of academic effort with continued failure in more than half of a student's classes during a semester will result in administrative intervention. Students may then be removed from the high school and placed in the MRH Alternative School Program.

CAFETERIA

The cafeteria is open for breakfast from 7:45 am to 7:55 am as a service provided by the cafeteria staff.

During the regular lunch periods there is a complete plate lunch line and an ala carte line which serves salads, sandwiches, desserts and other specialties. Students who carry their lunches should also use the cafeteria facilities. Students are to eat only in the cafeteria/commons, unless granted permission to leave the cafeteria. Care should be taken when/if food and beverages are to be consumed in hallways, classrooms, or on school buses. In some cases/areas, food and/or drink to not be carried/consumed. When not permitted, items will be confiscated or asked to be thrown away or properly stored so they are not distracting to the educational environment. **Students who move chairs, disrupt the environment, do not throw away trash, will lose cafeteria privileges and eat in the ISS room.**

CAFETERIA RULES OF EMPHASIS

- STUDENTS MUST THROW ALL TRASH AWAY OR WILL HAVE TO EAT IN THE ISS ROOM
- NO ONE IS ALLOWED TO EAT OUTSIDE THE CAFETERIA AREA UNLESS THEY HAVE PRIOR ADMIN APPROVAL
- ANY STUDENT DISRUPTING THE CAFETERIA ENVIRONMENT WILL BE REMOVED FROM THE CAFETERIA TO EAT IN THE ISS ROOM
- BREAKFAST IS NOT TO BE TAKEN OUT OF THE CAFETERIA AREA.
- PLATES, KNIVES, FORKS TAKEN OUT OF THE CAFETERIA AND LEFT WILL RESULT IN ISS TIME FOR THE STUDENT AND A LOSS OF CAFÉ PRIVILGES

SENIOR PRIVILEGED LUNCH

Seniors who have met the following requirements will qualify for off- campus senior lunch: (Please note that if any senior returns late to class after leaving campus for lunch, he/she will lose their privileged lunch.)

- 3.0 GPA or better
- 3 Tardies to class or fewer
- No ISS or OSS

Senior privileged lunch begins, and will be posted, after the first progress report is sent. This progress report will be used as a basis for privileged lunch. After, we will use our quarter grades as a basis for privileged lunch. Of course, parents must sign off for any senior to take advantage of privileged lunch. Seniors, or any other students, who are caught leaving campus for lunch will receive an ISS the first offense and then later offenses will lead to multiple days ISS and or OSS.

EMERGENCY PROCEDURES

In the event of an emergency/condition that requires cancellation of school/class or parents to pick up students, notification will be available through the District sponsored web site and/or the automated phone system and designated local media outlets. **Students will only be released to parents/guardians.**

Students will participate in various emergency drills (both scheduled and unscheduled) throughout the school year. Specific emergency procedures are posted in each room of the school building. Students are expected to follow these procedures and the directions of school personnel during all drills.

Earthquake Drills

Students are to “duck and cover” using available desks and large, sturdy furniture. Students should follow the directions of school personnel in the event of an earthquake.

Fire Drills

In case of fire emergency the signal to evacuate the building will be a continuous sounding of the emergency alarm. Students should follow the directions of school personnel in the event of a fire. All students should follow their classroom teacher out to safety.

Intruder Drills

If an intruder is noted in the building, a specific announcement will be made, alerting students and staff to remain in a locked classroom or get to the nearest classroom if not currently in a classroom. Students should follow the directions of school personnel in the event of an intruder.

Tornado Drills

In case of tornado emergency, there will be a continuous bell tone sound (or air powered horn). Students should follow the directions of school personnel in the event of a tornado.

GUIDANCE DEPARTMENT

Overview

Two counselors and a secretary staff the guidance department. They handle student scheduling, testing, record keeping as well as general student wellness needs. The counselors use the Missouri State Department of Education’s Model Guidance Program to meet the various needs of the student body. Additionally the department assists students with the college admission process.

Certain situations concerning students, particularly those that involve student’s mental well-being may be handled through the guidance department rather than the principal’s office.

Schedules/Schedule Changes

Students will request classes in the spring for the following school year. Students and parents should refer to the Educational and Career Planning Guide distributed prior to course selection to guide the process. This Guide is also available on the District’s website. Prior to class schedules being complete, students have had ample time to consider which classes meet their interests and needs. **Class schedule changes will not be made after school starts except in extreme circumstances. Courses will not be altered after completion of the second week unless directed by the principal.**

Assessment Schedule

The guidance department assumes responsibility for the school’s assessment needs including the scheduling and administration of locally, state and nationally mandated tests. Additionally the guidance office oversees students’ registration for college entrance exams and those tests needed for placement in appropriate college courses (AP and others). (See Board Policy IL for additional information regarding assessment.)

HOMEWORK

Philosophy

At MRH High School we believe that homework is a natural extension of the work students complete in class.

Homework deepens a student's understanding of the material learned in the classroom.

Homework is vital for students to practice skills learned in class as well as to provide opportunities to prepare for future concepts. Homework also serves as a way for students to elaborate or extend learning in a particular area.

Homework Purpose

Our faculty strives to make each homework assignment meaningful and purposeful. To that end Homework gives students the opportunity to practice skills, prepare for a new topic or elaborate on material already introduced. Our faculty will share with students the purpose of each homework assignment assigned.

Practice—students must reach a level of self-sufficiency in performing a learned skill. This kind of homework typically increases speed and accuracy.

Preparation—Students must access prior knowledge about a topic to be learned. The focus of this type of assignment might ask a student to reflect on previous learning or think about what they want to learn.

Elaboration—This type of homework might require students to conduct research, compare items, support a position or develop a graphic organizer of the information.

Additionally, our teachers will ask that students spend time **reading** to increase fluency and comprehension while preparing student for discussions or key writing assignments. Only by practicing this key skill will students improve in reading.

Students will also need to **study**—that is spend time reviewing material in notes and assignments to commit key information, ideas and concepts into their long term memory and to enhance understanding of a subject. Students will need to review and make connections between information and assignments to further enhance their understanding.

Reading and **studying** are a part of homework as well.

Student Homework Expectations

Completion of homework at MRH High School is not optional. We expect each high school student to complete his/her homework on a timely basis. We expect the following from each of our students.

- Use the MRH Planner (or other appropriate planner) to record assignments.
- Use an organizational system that works for you. It may be a folder for each class, a binder with all assignments, or some other appropriate way of keeping track of each of your assignments for each class
- Expect to have about 20 minutes of homework each night for each class. In some cases reviewing your notes and previous assignments may be all you need to do. In other instances you may need to work for a longer period of time to accomplish your task.
- Ensure that the appropriate materials are on hand. If you need something ask your parents or your teachers.
- Work with your parents to designate a quiet organized place for study.
- Produce neat, quality work.
- Turn in assignments on time.
- Use study hall, advisory and the homework lab as places to expand your learning and studying.
- Attend Homework Lab as assigned.
- Communicate with your teacher if you're having difficulty with a particular assignment or consistently have difficulty completing assignments.
- Review your grades weekly with your advisory teacher.
- Take care of yourself physically—eat well, get a good nights rest, and look for appropriate ways to relieve stress. If you need help with any of the above, see your counselor, dean or the nurse.

ILLNESS OR ACCIDENT

In the case of illness or injury, students should be issued a pass or escorted to the health office that is staffed by a nurse.

No service will be given to students without a pass unless emergency situations exist.

When the nurse is not in the building, the student should report to the principal's office. Should it be necessary for the student to be sent home, appropriate administration will be notified and proper arrangements will be made.

All accidents must be reported to the Principal and an accident report completed. This is important for school records and for any insurance claim that may be filed later.

LIBRARY - MEDIA CENTER

Students are encouraged to read books and use other materials available in the school media center. A library pass will be issued by the teacher whose classroom the student will be leaving. The library / media specialist will sign the pass for the student to return to his/her classroom. Our LMC Specialist will ensure that students return books or replace lost books as necessary.

LOCKERS

Students are assigned a hall locker through advisory. Locks are to be purchased from the school for a cost of \$4.00.

Each student is to use only the locker assigned to him/her. Students should not give access to other students for security reasons. If the locker or lock needs attention, the student should report to the school administration for assistance. **Only school issued locks can be placed on lockers.** All other locks will be cut off. All lockers and desks remain the exclusive property of MRH School District and are subject to periodic inspection without notice at the discretion of the district administration. Lockers and desks may be searched by school administrators who have a reasonable suspicion that the locker or desk contains drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students and school personnel.

Additionally, district administration may use specially trained animals to sniff for illegal substances in/on school property.

LOST AND FOUND

Students should not bring anything of value or excessive amounts of money to school at any time. **The school is not responsible for the security of these items.** All valuables or money should be deposited with the principal's secretary at the beginning of school. A Lost and Found area for books and other articles is located in the attendance office.

PARKING

Due to construction on a new parking lot during the first part of the 2011-12 school year, parking will be very limited near school grounds. Please utilize the street to park until the lot is finished. When finished, students who wish to park in the lot will be issued a parking permit for \$10. Unauthorized Vehicles May Be Ticketed/Towed At the Owners Expense.

PHONES/CELL PHONES/HEADPHONES

Public phones are not available on the MRH campus. Students who need to use a phone should report to the Dean of Students or Counselor. Office phones are for business use and are to be used only in case of an emergency or at the direction of office staff only. Students should not use **cell phones during the school day.**

Cell phones and headphones are to be kept out of sight and out of mind during the school day. A ringing phone in class, texting, talking or taking calls during the day is unacceptable. Cell phone discipline will be the following: **ANY CONFISCATED ELETRONIC DEVICE WILL BE RETURNED ONLY UPON THE STUDENT PAYING A \$10 FINE.**

1st offense-warning and phone is put away

2nd offense-phone is confiscated and given to dean. Phone is picked up after paying 10\$ fine.
3rd offense- phone is confiscated for a week and parents must pick it up after paying 10\$ fine.
4th + offenses-2 week confiscation of phone and parent meeting with the dean and/or suspension from school for 1-5 days-10\$ fine is assessed again.

**Any student who is asked to hand their phone, headphones, or computer over to any staff member who refuses to do so will AUTOMATICALLY RECEIVE A 2 DAY OUT OF SCHOOL SUSPENSION.*

Interscholastic Athletics

Students at Maplewood-Richmond Heights High School have the **PRIVILEGE/ NOT THE RIGHT** to participate in interscholastic athletics or other activities/clubs. The rules for participation are determined by the Missouri State High School Association, the MRH School District Board of Education, the High School Administration, Athletic/ Activities Director, and/or individual coaches of each sport. At a **minimum**, students must be enrolled in and passing 6 of 6, 6, of 7, or 7 of 8 courses that offer **3 units of credit** (6 MRH classes). Each student is responsible for ensuring that he/she is enrolled in and passing the appropriate number of classes. Study Hall, Office/Guidance Aides, Academic Labs DO NOT COUNT

Athletic Offerings

Fall Sports	Winter Sports	Spring Sports
Cheerleading	Basketball, Boys	Baseball
Football	Basketball, Girls	Soccer, Girls
Soccer, Boys	Cheerleading	Track, Boys
Volleyball, Girls	Wrestling	Track, Girls

Student Elections

It is imperative that great care be exercised in all nominations and elections involving students. All student candidates for class officers, student council, maids, queens, and other elective offices must be judged eligible by the activity director and/or principal. Specifically, this means that each candidate must be a good citizen and have a minimum of C- average for all subjects at the time of nomination. These standards are to be maintained during the term of office. Student suspensions may render a student ineligible to hold office, or participate as suspensions reflect poor school/community citizenship. Violations of Municipal Ordinance, State Law, or Federal Law, may further render students to be of poor citizenship or character. School administrators may determine that it is in the best interest of the school district that a particular individual not represent our school or community.

Dances

School dances are to be held in our school with exception of the Junior-Senior Prom. Non MRH Students are to register before the dance. **Date registration must be done by 2:30 p.m. on the day preceding the dance. NO outside guest may be admitted without this completed form.** At least one member of each registered couple must be an MRH Student. Students suspended are not eligible to participate in any school activities. In order to provide a safe environment, students, or guests, may be refused admittance to any school dance, or function, at the discretion of the administration. **Doors close for admission two hours after the dance start time.**

INTERNET USE GUIDELINES AND PROCEDURES

RATIONALE

Limited Internet access is available, via Morenet, to students, teachers and administrators of the Maplewood-Richmond Heights School District. These services offer vast, diverse and unique resources to both students and staff. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers and administrators have controlled access to the following:

1. E-Mail
2. WWW (World Wide Web) - Graphical interface to other sites all over the world using Microsoft Internet Explorer. Through this platform, one may access resources from thousands of archives worldwide.
3. Gopher - Access to documents and literature in a folder type design from universities, government sites, and many others.
4. Telnet - Telnet into databases to do research, access to WWW (text only), as well as access to major university library card catalogs.
5. Discussion groups on the Internet; a wide variety of topics are available, ranging from ethnic cultures to the environment, music and politics.

GOALS AND EXPECTATIONS

Student use of the Internet is under the direction and supervision of the teacher. Parents may also play a part in supervision of appropriate use outside of school. Under school supervision, the rationale for student use is based on the importance of achieving the following goals:

1. Learn the basic procedures and skills to log onto a host computer.
2. Demonstrate a knowledge of telecommunications technology and how it may be used to enhance classroom activities and personal growth.
3. Practice good net-skills (see guidelines).
4. Learn to participate in discussions, forums, listservs (reference pages with lists according to topic), conferences, etc. where appropriate.

Learn to use search tools (such as Veronica, Archie, Anarchie, WAIS or World Wide Web) to locate and research curriculum related activities, assignments and projects.

ROLES AND RESPONSIBILITIES

School Board

- Communicate the policy on the student use of the Internet.
- Appoint a committee of involved teachers, administrators and parents to review this policy annually.
- Provide schools with a standard informed consent form for parents.

School

- Maintain a policy on student use of the Internet that follows the policy.
- Review the policy with the staff before students are given Internet access.
- Communicate both educational benefits and the potential dangers to staff and students.
- Have all parents sign an informed consent form before students have access to Internet.

Teacher

- Review Board Internet policy and comply.
- Review School Internet policy and comply.
- Review student responsibilities with students before Internet access.
- Provide students with Internet access.
- Provide student supervision to ensure that the District Internet Guidelines are followed, while using the Internet.
- Report misuse of Internet Policy to Administrative Staff.

Parent/Guardian

- Be aware of the consequences set out by the school and the district for unacceptable and inappropriate use.

- Be aware of the inherent risks in that access, while encouraging safe and acceptable practices of use.
- Read the District Internet Guidelines and the school/district policies as they apply to computer/Internet access and permit their son/daughter access by signing the informed consent form.
- Report misuse of the Internet to teacher or administrator.

DISTRICT INTERNET GUIDELINES

These guidelines are provided to promote awareness of the responsibilities you assume as a user of the Internet:

- Be polite.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not send anonymous messages.
- Do not submit, publish, or display on Internet any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, or illegal material; do not encourage the use of controlled substances.
- Do not reveal your personal address or phone number or those of students or teachers.
- Do not give your account number or password to someone else.
- Do not place unauthorized copyrighted material onto the network.

- Do not use the network to disrupt the use of the network by other users.
- Assume that all communications and information accessible via the network are private property, but can be searched by administration if a need is exhibited.
- Do not use someone else's account and password.
- Do not use the network for financial or commercial gain.
- Do not use the network for advertising or political lobbying.
- Do not accept vulgarities, or any other inappropriate language.

MRH Classroom Use Procedures

Classroom Expectations

1. I agree to use my computer and printer only with permission from my teacher.
2. I agree to use my computer as a tool of learning. Use of the computer to send e-mail, instant messaging, chatting, downloading music, games and videos are allowed only with permission from my teachers.
3. I agree to tell my teacher immediately when I come across information that makes me uncomfortable or is inappropriate, and I will stay on websites that are on topic.
4. I agree that additions, modifications, deletion, or sharing of files (including web browser history) is not allowed, except by teacher direction.

General Use and Care of the Laptop

1. I agree that my laptop will be used on a stable surface.
2. I agree to use my laptop away from any food, drink or extreme temperature.
3. I agree that before I leave class, my computer will be in my computer bag. I also agree to carry my bags with the strap across my chest.
4. I agree that my computer will be in my possession or located in a secure location chosen by my teacher.
5. I agree to keep my computer clean and free of any markings, stickers, carvings, or magnets.
6. I agree to put only the following computer related items in my computer bag. (laptop, charger and cord adapter, memory storage devices, and CUP)

I agree to the terms and conditions listed above. Failure to comply could result in loss of computer privileges, discipline, or legal action.

Laptop Repair Costs

The student technology fee is used to subsidize minor repairs and theft.

Students will be responsible for paying for the following repairs or replacement parts:

- 1. \$25.00 to replace a lost charger (the charger retails at \$65.00.) Any further replacements of lost chargers will cost \$50.00.**
- 2. \$50.00 to replace a cracked screen. Any further cracked screens will cost \$100.00 to replace.**
- 3. To replace the computer bag will cost \$30.00.**

Electronic Use Policy-Discretion of publishing photos of students and staff:

Parents and students shall exercise restraint, discretion, and good judgment in the photographing and/or videotaping and publishing of any students, faculty or staff members of MRH High School on the internet. Parents and students must obtain permission from any student, faculty, or staff member prior to sharing any personal information about them on an internet site. Any derogatory, disparaging images or remarks pertaining to students shall be deemed a violation of this policy. Possible punishments for such indiscretions range from a meeting with the principal to a 180 day suspension.

MRH Project Headware Guidelines

Music

- Music may be used by students, if it meets the guidelines set forth by the board of education. (EHB-R)
- Media files will be removed from student computer on a regular basis. Any media files, for educational use, should be saved in the teachers server account.

Hardware

- At this time, students should not use peripheral devices. This includes, CD, DVD, iPod, Phone, Jump Drive, Digital Music/Media players, Cameras. Headphones are permitted at the discretion of classroom teacher.

Chatting

- No instant messaging, unless authorized by teacher.
- Students may use Gagle Chat Service, when approved by teacher.

E-Mail

- Students will use Gagle email for educational use.
- No personal e-mail use by students while at school, unless authorized by teacher. (EHB-R)

Software

- Students may not install software, unless authorized by teacher.
- All software will be issued/distributed by the tech department. Any requests for software must be approved by tech department/administration.

In-School Storage

- Students should use their lockers (not athletic lockers) to store their computers when not needed.
 - Lunch, PE, Field Trips, Practices, Games, etc.

Loaners/Repair

- Students will check in broken computers to help desk, located on the 4th floor during the tech period. They will be evaluated and repaired by the tech department. Computers will be returned to the student when repairs are complete.

Web Use

The district web filter monitors Internet use. Exceptions allowed at the discretion of the teacher.

As it relates to the use of technology, the District still requires a basic level of regulation for its students and faculty.

Rights and Responsibilities

All use of technology shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Acceptable Use Policy does not attempt to state all required

or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Acceptable Use Policy may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Usage Guidelines

1. **Acceptable Use:** Access to District technology must be for the purpose of education or research, and must be consistent with the educational objectives of the District.
2. **Privileges:** The use of District technology is a privilege, not a right; and inappropriate use will result in a cancellation of those privileges and possible suspension or expulsion in the case of students or dismissal in the case of staff. The Superintendent or designee will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time.
3. **Unacceptable Use:** The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include the following:
 - a. Knowingly using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Intentionally invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;

Using the network for commercial or private advertising;

- k. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - l. Using the network while access privileges are suspended or revoked; and
 - m. Using encrypted communication without prior approval from the Superintendent or designee;
 - n. Using the network for fundraising (other than District sanctioned activities such as PTO, etc.).
4. **Software Use:** MRH licenses the use of copies of computer software from a variety of publishers and distributors. The District does not own the copyright to this software or its related documentation and, unless authorized by the software publisher, does not have the right to reproduce it for use on more than one computer.
 - a. MRH is committed to providing all users with information about intellectual property and copyright law and the policies for requisition, utilization, and auditing.
 - b. With regard to use on local area networks (LANs) or on multiple machines, MRH users will use the software only in accordance with the license agreement.
 - c. MRH will explain the internal control procedures for metering the use of software, maintaining purchase orders and license agreements, penalties for illegal use, and budget and acquisition procedures.
 - d. MRH users who learn of any misuse of software or related documentation within the District should notify the Superintendent or designee.
 - e. According to U.S. copyright law, illegal reproduction of software is subject to civil damages of as much as U.S. \$100,000 per title infringed, and criminal penalties, including fines of as much as U.S. \$250,000 per title infringed, and imprisonment of up to five years. District users who make, acquire, or use unauthorized copies of software will receive due process as appropriate under the circumstance. Such due process may include termination. MRH does not condone the illegal duplication of software and will not tolerate it.

5. Network Etiquette: Each student is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language
 - c. Do not reveal the personal information, including the addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
6. No Warranties: The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.
7. Indemnification: The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Policy, including such incurred through copyright violation.
8. Security: Network security is a high priority. If an individual can identify a security problem on the network, s/he should notify the Superintendent or designee. S/he should not demonstrate the problem to other users. An individual should keep their account and password confidential. S/he should not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
9. Use of Electronic Mail: The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail that would be inappropriate in a letter or memorandum.Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held
 - c. personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the [identify person]. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
 - e. Use of the School District's electronic mail system constitutes consent to these regulations.
10. Internet Safety: Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.
 - a. Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

- b. Staff members shall supervise and monitor students while students are using District Internet access.
 - c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or designee. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:
 - Limiting student access to inappropriate matter as well as restricting access to harmful materials;
 - Student safety and security when using electronic communications;
 - Limiting unauthorized access, including hacking and other unlawful activities; and
 - Limiting unauthorized disclosure, use, and dissemination of personal identification information.
 - d. The Superintendent, designee, and staff shall monitor student Internet access.
11. Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action up and to expulsion in the case of students or suspension or dismissal in the case of staff. Vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
12. Monitoring of Personal Use: As a condition of using the Internet through District computers or District provided Internet access, including electronic mail communication, students consent to monitoring and inspection by school administration. Such monitoring and inspection shall include any and all electronic mail communications made or attempted to be made or received by users and all materials downloaded by users.
13. Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
- a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source
 - b. The absence of a copyright may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission. Permission must be in written (not electronic or verbal)

My First Quarter Goals:

My First Quarter **Learning** Goal is:

I will do the following to make it happen:

1. _____
2. _____
3. _____

My First Quarter **Behavior** Goal is:

I will do the following to make it happen:

1. _____
2. _____
3. _____

My First Quarter **Personal** Goal is:

I will do the following to make it happen

1. _____
2. _____
3. _____

MRH High School requires 24 units of credit in order to graduate.

Right now, I need _____ more credits in order to graduate from MRH.

Signature _____

How many of the following grades did you receive first quarter?

A	D	C	D	F

**Having looked at my grades,
My goal for Second Quarter is:**

Action steps I will take to reach my goal:

1. _____
2. _____
3. _____

What actions are taking me away from my goal:

1. _____
2. _____
3. _____

Having looked at my conduct and friendships, my behavior goal for this quarter is:

Action steps I will take to reach my goal:

1. _____
2. _____
3. _____

What actions are taking me away from my goal:

1. _____
2. _____
3. _____

Signature _____

After Checking Your Semester One

Progress to Graduation,

Check One

- I am pleased with my progress
- I need to focus more on my action steps

Which do I need to focus upon Third Quarter?

My learning? My behavior?

What do I want to accomplish?

(What grade, skill, concept, ability, behavior?)

My goal Third Quarter is to

What action steps will I take to reach my goal?

1. _____
2. _____
3. _____

What actions are taking me away from my goal?

1. _____
2. _____
3. _____

What is keeping me from being successful?

What will make the biggest difference to help you reach success?

Signature_____

How many of the following grades did you receive third quarter?

A	D	C	D	F

**Having looked at my grades,
My Learning Goal Fourth Quarter is**

What action steps will I take to reach my goal?

1. _____
2. _____
3. _____
4. _____
5. _____

What actions are taking me away from my goal?

1. _____
2. _____
3. _____
4. _____
5. _____

MRH High School requires 24 units of credit in order to graduate.

Right now, I need _____ more credits in order to graduate from MRH.

Signature _____