Maplewood-Richmond Heights High School

2024-2025 School Year
Student Handbook

7500 Lohmeyer Ave.
Maplewood, MO 63143
Office (314) 644-4401
FAX (314) 644-3681
Mrs. Nicole Huffman, Principal
Mr. Rashaad Davenport, Assistant Principal
Dr. Craig Maxwell, Assistant Principal
Mr. Rashaad Davenport, Activity and Athletic Director

https://www.mrhschools.net/high-school/home

MRH DISTRICT OFFICE

2650 S. Hanley Rd. Suite 300
Maplewood, MO 63144
Office (314) 644-4400
FAX (314) 781-3160
Superintendent: Dr. Bonita Jamison
Assistant Superintendent of Curriculum, Instruction, and Assessment: Dr. Chris McGee
Assistant Superintendent of HR and DEI: Dr. Shonda Ambers-Phillips
Director of Communications: Ed Rich
Director of Student Services and Family Engagement: Vince Estrada
Chief Financial Officer: Chris Holzer
Director of Operations: Michael Dittrich
Special School District Area Coordinator: Mrs. Emily Kresyman
Coordinator of Data, Assessment, and Accountability: Rachel Ward
Federal Programs Coordinator: Stephanie Bechard
Technology Coordinator: Abby Erwin
MTSS Coordinator: Lauren Weissler
https://www.mrhschools.net

BOARD OF EDUCATION

Joshua Miller, President
Jenny Schmidt, Vice President
Brian Matz, Treasurer
Linda Robinson, Secretary
Katie Kaufmann, Director
Trent Colbert, Director
Christy Martinez, Director
Board Secretary, Kat Norton
https://www.mrhschools.net/about-us/board-of-education

MRH DISTRICT MISSION STATEMENT

MRH VISION STATEMENT

CORE VALUES

Core Values

Belonging: We intentionally develop relationships to create a culture of safety, trust, and openness so that every student, family, and staff member feels valued and connected.

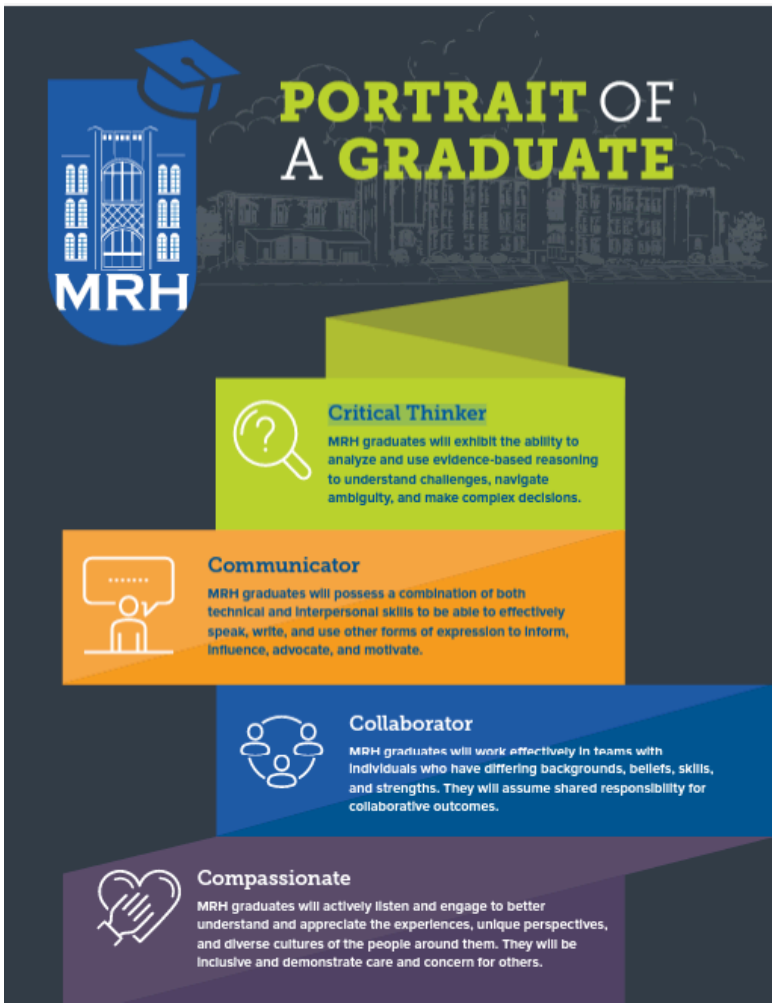
Integrity: We are honest and accountable. We follow through on what we say and act with transparency to sustain trust with the community.

Inspiration: We create an inclusive environment and engaging learning experience that excites and empowers our community to discover, problem-solve, innovate, and grow to become well-rounded lifelong learners and leaders.

Courage: We have a personal and collective responsibility to take bold and confident action in various forms in the face of adversity and uncertainty. We uncover, recognize, and dismantle systems of oppression in order to build an inclusive and supportive community.

Success: We challenge our community to set ambitious goals to maximize personal and collective potential in order to learn, grow and thrive now and in the future.

PORTRAIT OF A GRADUATE



STRATEGIC PLAN

The district Strategic Plan in its entirety can be found by clicking here.

MRH VIEWS ON EDUCATIONAL EQUITY AND SOCIAL JUSTICE

Maplewood Richmond Heights School District

Resolution
Educational Equity and Social Justice

WHEREAS, the Maplewood Richmond Heights School District (MRH) is known throughout St. Louis, the State of Missouri, and beyond, as a shining example of inclusiveness and diversity.

WHEREAS, the mission of MRH is to "inspire and prepare students as leaders, scholars, stewards, and citizens for a diverse and changing world."

WHEREAS, we continue to be mindful of our rich history as it affects our institutional viability and vitality.

WHEREAS, we recognize that public education can both enhance individuals and strengthen communities.

WHEREAS, we believe in fostering equity, inclusion, tolerance, dignity, and equal rights for ALL students, staff, families, and community members.

WHEREAS, we believe that ALL people – regardless of their race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation and/or perceived sexual orientation, gender identity, socioeconomic status, or any other individual characteristic – deserve to be respected and appreciated.

WHEREAS, we seek to overcome the social, cultural, and educational barriers that members of our diverse population may experience through advocacy, community engagement, and professional development.

WHEREAS, we believe we must directly confront issues of diversity and social justice in order to alleviate the inequitable practices and outcomes these issues spawn.

WHEREAS, we believe by working together we can create a better life for each other and ourselves.

Therefore **BE IT RESOLVED**, the Maplewood Richmond Heights School District Board of Education on this 16th day of February 2017 will continue to vigorously support ALL of our students, staff, families, and community members, and continue to enrich the lives of children and provide the foundation for their many future successes in life.

Nelson Mitten *President*	Katie Kaufmann *Vice President*	Wesley Robb *Treasurer*	Maria Langston *Secretary*
Ralph Posley *Director*	Francis Chmelir *Director*	Ray Crader *Director*	

DISTRICT POLICIES

The policies of the Maplewood Richmond Heights School district may be obtained in a searchable format at:
https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=442&Sch=442

Cornerstones:

Central to our mission is the statement that we will inspire and prepare students as leaders, scholars, stewards and citizens. We call these four concepts “the cornerstones” of our district.

Scholarship

Academic rigor is at the heart of what we do in our schools.

Leadership

Leadership courses, student government, off-site training, principals’ advisory groups...just a few of the many ways MRH students gain valuable leadership skills that they can use long after graduation.

Stewardship

We believe we are one human family on this planet and it is our responsibility to care for and nurture our collective home. We put this belief into practice in all aspects of the schools, from the classroom to the lunch room.

Citizenship

At MRH, we are creating global citizens, students who will grow into adults with strong values and understandings in the areas of social justice, systems thinking, and cultural awareness.

RESOURCES FOR YOUTH

Safe Schools Hotline: 314-329-7233

*Use this number to anonymously report possible violence, theft, or the sale of drugs at school or in the community.

Abuse Hotline (domestic & sexual violence): 314-531-2003
Al-Anon and Al-Ateen: 314-645-1572
Child Abuse and Neglect Hotline: 800-392-3738
Department of Health – St. Louis County: 314-615-0600
Missouri Division of Family Services: 855-373-4636
MO Dept. of Higher Education: 800-473-6757
National Council on Alcohol & Drug Abuse: 314-962-3456
Suicide Prevention / Life Crisis Hotline: 314-647-4357
Youth Emergency Services: 314-727-6294
Youth Connection Helpline: 314-628-2929

2024-2025 District Calendar

MRH School Calendar 2024-2025

Board Revised 9/19/24

School (phone)
Early Childhood (314-644-4405)
Elementary (314-644-4403)
Middle School (314-644-4406)
High School (314-644-4401)

JULY 2024

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

AUGUST 2024

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

SEPTEMBER 2024

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

OCTOBER 2024

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

NOVEMBER 2024

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

DECEMBER 2024

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

JANUARY 2025

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

FEBRUARY 2025

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

MARCH 2025

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

APRIL 2025

S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

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

JUNE 2025

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

◇ = First day of School/Second Semester
× = No school for students or teachers
○ = Teacher work/PD day *(No school for students)*
□ = Snow Make-up Days *(if needed)*
◡ = Parent/Teacher Conference *(Dates/times vary by school)*
⬡ = End of Quarter/Semester

End of 1st Quarter: October 17
End of 2nd Quarter/1st Semester: December 19
End of 3rd Quarter: March 13
End of 4th Quarter/2nd Semester: May 29

Student Days	Teacher Days	Board Approved	Board Revised
171	189	4/20/23	9/19/24

July 2024
4 Independence Day; District Closed

August 2024
5-9 New Staff Orientation
12 Opening Day for Staff
13-15 Professional Development for staff
16 Teacher Work Day
19 First Day of School, K-12
26 First Day of Preschool

September 2024
2 Labor Day; District Closed

October 2024
17 End of First Quarter
18 Teacher Work Day
28-30 Parent/Teacher Conferences (One Night Per Building)

November 2024
1 No School for Students; Parent/Teacher Conferences in A.M.; Teacher Comp in P.M.
5 Professional Development for Staff Election Day
27 No School for Students, Teachers
28, 29 Thanksgiving Break; District Closed

December 2024
19 End of First Semester/2nd Quarter
20 Teacher Work Day
23-31 Winter Break
24, 25, 31 Christmas eve/day/New Year's eve; District Closed

January 2025
1 New Year's Day; District Closed
2 No School for Students, Teachers
3 Teacher Work Day
6 3rd Quarter/2nd Semester Begins
17 Professional Development for Staff
20 MLK, Jr. Day; District Closed

February 2025
10-12 Parent/Teacher Conferences (One Night Per Building)
14 No School for Students; Parent/Teacher Conferences in A.M.; Teacher Comp in P.M.
17 Presidents' Day; District Closed

March 2025
13 End of Third Quarter
14 Teacher Work
17-21 Spring Break
24 Professional Development for Staff
25 4th Quarter Begins

April 2025
11 Professional Development for Staff
25 Professional Development for Staff

May 2025
9 Professional Development for Staff
26 Memorial Day; District Closed
29 End of 4th Quarter/2nd Semester
30 Teacher Work Day

June 2025
2-9 Snow Make-up Days (if needed)
19 Juneteenth; District Closed

Maplewood Richmond Heights School District • 2650 S. Hanley Road • Maplewood, MO 63144 • (314) 644-4400 • www.mrhschools.net

2024-2025 MRH HS THEME

Engage and Excel

I

2023-2024 HS BUILDING GOALS

1. A focused intentionality in our lesson design that promotes active engagement with course work and the learning process.

2. A commitment to increasing our knowledge and understanding of the PLC framework by incorporating all aspects of the four essential questions in a collaborative culture that works.

3. Fostering, nurturing, and increasing the sense of belonging in our school community for all stakeholders.

4. Understanding and growing our metaphor: “School as Apprenticeship”

TABLE OF CONTENTS

MRH DISTRICT OFFICE	1
BOARD OF EDUCATION	1
MRH DISTRICT MISSION STATEMENT	2
Portrait of a Graduate	2
STRATEGIC PLAN	4
MRH VIEWS ON EDUCATIONAL EQUITY AND SOCIAL JUSTICE	4
DISTRICT POLICIES	5
RESOURCES FOR YOUTH	6
2023-2024 MRH HS THEME	8
2023-2024 HS BUILDING GOALS	8
TABLE OF CONTENTS	9
HIGH SCHOOL STAFF DIRECTORY	10
MRH HIGH SCHOOL BELL SCHEDULES	12
23-24 ACT TEST DATES AND REGISTRATION DEADLINES	13
A/B DAY CALENDAR	14
ACADEMIC ACHIEVEMENT	16
ACADEMIC EXPECTATIONS AND SUPPORTS	17
ACADEMIC LAB	21
ALTERNATIVE PROGRAMS	21
ATTENDANCE POLICIES/PROCEDURES	22
CAFETERIA EXPECTATIONS	24
CODE OF CONDUCT AND POLICIES FOR DISCIPLINE	27
DRESS CODE	37
EMERGENCY PREPAREDNESS AND SAFETY PROCEDURES	37
STUDENT SERVICES	41
HEALTH AND WELLNESS	43
HOMEWORK	46
INTERNET USE GUIDELINES AND PROCEDURES	47
LOCKERS	54
LOST AND FOUND	54
PARENTAL CONSENT FORM	55
PARKING	56
PHONES/CELL PHONES/HEADPHONES/EARBUDS	56
STUDENT SPORTS/ACTIVITIES/CLUBS	60
STUDENT SAFETY PROTOCOL AND PROCEDURES	60
SURVEYS	62
FREQUENTLY ASKED QUESTIONS	63
MRH HS STUDENT HANDBOOK ACKNOWLEDGEMENT FORM 2023-2024	66

HIGH SCHOOL STAFF DIRECTORY

Administration		
Huffman, Nicole	314-446-3801	nicole.huffman@mrhschools.net
Davenport, Rashaad	314-446-3804	rashaad.davenportsr@mrhschools.net
Maxwell, Craig	314-446-3927	craig.maxwell@mrhschools.net
Kresyman, Emily, SSD		emily.kresyman@mrhschools.net
Colnagi, Dawn Building Secretary	314-644-4401	dawn.colnagi@mrhschools.net
Hunt, Phil Attendance Secretary	314-446-3802	phil.hunt@mrhschools.net
Counselors		
Harcharic, Justin	314-446-3806	justin.harcharic@mrhschools.net
Kravitz, Debbie	314-446-3810	debbie.kravitz@mrhschools.net
Bell, Zane	314-446-3803	zane.bell@mrhschools.net
warren,naomi		naomi.warren@mrhschools.net
Russell, Peggy		peggy.russell@mrhschools.net
English		
Cassell, Mike	314-446-3848	mike.cassell@mrhschools.net
McCollum, Rich	314-446-3852	rich.mccollum@mrhschools.net
Laupp, Maryann	314-446-3839	maryann.laupp@mrhschools.net
Maddock, Cindi	314-446-3826	cindi.Maddock@mrhschools.net
Rowley, Derek	314-446-3827	derek.rowley@mrhschools.net
Tanner, Kristin, ESOL	314-446-3836	kristin.tanner@mrhschools.net
Fine Arts		
Maddex, Nadia	314-446-3822	nadia.maddex@mrhschools.net
Potthoff, Holly	314-446-3828	holly.potthoff@mrhschools.net
Rapini, Vince	314-446-3821	vince.rapini@mrhschools.net
Cruvant, Mara	314-446-3855	mara.cruvant@mrhschools.net
Foreign Language		
Poucel, Jean-Jacques	314-446-3887	jean-jacques.poucel@mrhschools.net
Vinson, Nicole	314-446-3824	nicole.notorangelo@mrhschools.net
Mathematics		
Dunn, Chris	314-446-3840	christopher.dunn@mrhschools.net
Carmon, Cheryl	314-446-3834	cheryl.carmon@mrhschools.net
Nobbe, Bethany	314-446-3863	bethany.nobbe@mrhschools.net
Spinks, Joe	314-446-3837	joe.spinks@mrhschools.net
Nurse		
Goldberg, Angel	314-446 -3813	angel.goldberg@mrhschools.net
Physical Education		
Jordan, Amber	314-446-3844	amber.godfrey@mrhschools.net
Franklin, Jake	314-446-3859	jake.Franklin@mrhschools.net
Practical Arts		
Tillitt, Darcy	314-446-3853	darcy.tillitt@mrhschools.net
Schultejans, Otto	314-446-3831	otto.schultejans@mrhschools.net
Withers, Pam	314-446-3854	pam.withers@mrhschools.net

Career Connections		
Sausele, Joe	314-446-1714	joe.sausele@mrhschool.net
Registrar		
Russell, Peggy	314-446-3805	peggy.russell@mrhschools.net
R&D (Library)		
Maulin-Baker, Emily	314-446-3860	emily.maulinbaker@mrhschools.net
School Resource Officer		
Officer Smith	314-446-3819	fiana.jones@mrhschools.net
Social Worker		
warren, naomi	314-446-3816	naomi.warren@mrhschools.net
Science		
Ganey, David	314-446-3854	david.ganey@mrhschools.net
Massey, Dr. Ryan	314-446-3851	Ryan.massey@mrhschools.net
Belcher, Kristen	314-446-3850	kristen.belcher@mrhschools.net
Ford, Thomas	314-446-3841	thomas.ford@mrhschools.net
Social Studies		
Dixon, Shane	314-446-3838	shane.dixon@mrhschools.net
Henske, Christine	314-446-3833	christine.henske@mrhschools.net
Guthrie, Michael	314-446-3843	michael.guthrie@mrhschools.net
Welker, Dr. Robert	314-446-3835	robert.welker@mrhschools.net
Alternative Programs		
Fuoss, Melissa	314-446-3947	melissa.fuoss@mrhschools.net
Lee, Whitney	314-446-1744	whitney.lee@mrhschools.net
McEvoy, Amy	314-446-3949	amy.mcevoy@mrhschools.net
Pelosi, Carol	314-446-3947	carol.pelosi@mrhschools.net
Pott, Bill	314-446-3947	bill.pott@mrhschools.net
Williams, Travis	314-446-1755	travis.williams@mrhschools.net
Special School District Staff		
Stroder, Chelsey		chelsey.barton@mrhschools.net
Hagemann, Kim	314-446-3941	kim.hagemann@mrhschools.net
Sampl, Claire	314-446-3845	claire.reeves@mrhschools.net
Schroeder, Angela		angela.schroeder@mrhschools.net
Stockman, Maggie	314-446-3870	maggie.stockmann@mrhschools.net
Tilling, Jennifer		jennifer.tilling@mrhschools.net
Von Nordheim, Robert		robert.vonnordheim@mrhschools.net
Wagner, Eleanor	314-446-3886	eleanor.wagner@mrhshcools.net

MRH HIGH SCHOOL BELL SCHEDULES

Daily Class Schedule MRH HS 2024-2025

Period	Time
1A/1B	8:30-9:50
2A/2B	9:54-11:14
31A/31B (Lunch 1)	11:18-11:48 Lunch 11:50-1:10 Class
32A/32B (Lunch 2)	11:18-12:38 Class 12:40-1:10 Lunch
4A/4B	1:14-2:34
Academic Lab	2:38-3:20

Final Exam Schedule

DAY 1		DAY 2		DAY 3	
A1	**8:30 am - 10:00 am**	B1	**8:30 am - 10:00 am**	A4	**8:30 am - 10:00 am**
A2	**10:05 am - 11:35 am**	B2	**10:05 am - 11:35 am**	B4	**10:05 am - 11:35 am**
A3	**Lunch: 11:40 am - 12:07 pm** **Class: 12:07 pm - 1:37 pm** **Class: 11:40 am - 1:10 pm** **Lunch: 1:10 pm - 1: 37 pm**	B3	**Lunch: 11:40 am - 12:07 pm** **Class: 12:07 pm - 1:37 pm** **Class: 11:40 am - 1:10 pm** **Lunch: 1:10 pm - 1: 37 pm**		DISMISS AT 11:35
	DISMISS AT 1:37		DISMISS AT 1:37		

24-25 ACT TEST DATES AND REGISTRATION DEADLINES

ACT website

Note: The dates provided in these charts are based on information released by the ACT and previous ACT test dates. In some cases, the information provided has not yet been confirmed by the ACT. Visit www.act.org for the most up-to-date published information.

2024-2025 National Test Dates Schedule

Test Date	Regular Registration Deadline Late Fee Applies After This Date	Late Registration Deadline	Photo Upload and Standby Deadline
September 14, 2024	August 9	August 25	September 6
October 26, 2024	September 20	October 7	October 18
December 14, 2024	November 8	November 22	December 6
February 8, 2025	January 3	January 20	January 31
April 5, 2025	February 28	March 16	March 28
June 14, 2025	May 9	May 26	June 6
July 12, 2025*	June 6	June 20	July 4

A/B DAY CALENDAR

2024-2025
SEMESTER 1

MRH

AUGUST

S	M	T	W	R	F	S
	19 A	20 B	21 A	22 B	23 A	24
25	26 B	27 A	28 B	29 A	30 B	31

SEPTEMBER

S	M	T	W	R	F	S
1	2 LABOR DAY NO SCHOOL	3 A	4 B	5 A	6 B	7
8	9 A	10 B	11 A	12 B	13 A	14
15	16 B	17 A	18 B	19 A	20 B	21
22	23 A	24 B	25 A	26 B	27 A	28
29	30 B	1	2	3	4	5

OCTOBER

S	M	T	W	R	F	S
		1 A	2 B	3 A	4 B	5
6	7 A	8 B	9 A	10 B	11 A	12
13	14 B	15 A	16 B	17 A END Q1	18 NO SCHOOL TEACHER WORK DAY	19
20	21 B	22 A	23 B	24 A	25 B	26
27	28 A	29 B	30 A	31 B		

NOVEMBER

S	M	T	W	R	F	S
					1 NO SCHOOL PTC AM	2
3	4 A	5 NO SCHOOL TEACHER PD	6 B	7 A	8 B	9
10	11 A	12 B	13 A	14 B	15 A	16
17	18 B	19 A	20 B	21 A	22 B	23
24	25 A	26 B	27 NO SCHOOL	28 NO SCHOOL	29 NO SCHOOL	

DECEMBER

S	M	T	W	R	F	S
1	2 A	3 B	4 A	5 B	6 A	7
8	9 B	10 A	11 B	12 A	13 B	14
15	16 A	17 EXAMS A1,A2,A3	18 EXAMS B1, B2, B3	19 EXAMS A4, B4 END S1	20 NO SCHOOL TEACHER WORK DAY	21
22	23 NO SCHOOL	24 NO SCHOOL	25 NO SCHOOL	26 NO SCHOOL	27 NO SCHOOL	28

Semester 1	
Total school days	79
"A" days	40
"B" days	39

2024-2025
SEMESTER 2

JANUARY

S	M	T	W	R	F	S
			1 NO SCHOOL	2 NO SCHOOL	3 NO SCHOOL TEACHER PD	4
5	6 A START S2	7 B	8 A	9 B	10 A	11
12	13 B	14 A	15 B	16 A	17 NO SCHOOL TEACHER PD	18
19	20 NO SCHOOL	21 B	22 A	23 B	24 A	25
26	27 B	28 A	29 B	30 A	31 B	

FEBRUARY

S	M	T	W	R	F	S
2	3 A	4 B	5 A	6 B	7 A	8
9	10 B	11 A	12 B	13 A	14 NO SCHOOL P/T CAM	15
16	17 NO SCHOOL	18 B	19 A	20 B	21 A	22
23	24 B	25 A	26 B	27 A	28 B	

MARCH

S	M	T	W	R	F	S
2	3 A	4 B	5 A	6 B	7 A	8
9	10 B	11 A	12 B	13 A END Q3	14 NO SCHOOL TEACHER WORK DAY	15
16	17	18	19	20	21	22
23	24 NO SCHOOL TEACHER PD	25 B	26 A	27 B	28 A	29
30	31 B	1	2	3	4	5

SPRING BREAK

APRIL

S	M	T	W	R	F	S
		1 A	2 B	3 A	4 B	5
6	7 A	8 B	9 A	10 B	11 NO SCHOOL TEACHER PD	12
13	14 A	15 B	16 A	17 B	18 A	19
20	21 B	22 A	23 B	24 A	25 NO SCHOOL TEACHER PD	26
27	28 B	29 A	30 B			

MAY

S	M	T	W	R	F	S
				1 A	2 B	3
4	5 A	6 B	7 A	8 B	9 NO SCHOOL TEACHER PD	10
11	12 A	13 B	14 A	15 B	16 A	17
18	19 B	20 A	21 B	22 A	23 B	24
25	26 NO SCHOOL	27 EXAMS A1,A2,A3	28 EXAMS B1, B2, B3	29 EXAMS A4, B4 END S2 GRADUATION 7 PM	30 TEACHER WORK DAY	31

Semester 2	
Total school days	86
"A" days	43
"B" days	43

ACADEMIC ACHIEVEMENT

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**.

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 unless an administrator overrides the decision. This will only happen in extenuating circumstances. If a student fails a course with a 50% or better, they may be able to enroll in BLUE DEVIL CREDIT RECOVERY in order to improve their grade up to a certain percentage that is passing.

Report Cards/Progress Reports
Report cards are issued four times each year following the close of each quarter or semester. Report cards will be electronic and available in Power School with the exception of the last report card of the year. If a parent or student would like a paper report card, they can request one from our registrar. **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.

**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**- Quarter Report Card (1st and 3rd Quarters). 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.) **THIS IS THE END OF THE SEMESTER.**

(Teachers will always have the right to make exceptions to students' late work based on conversations with parents/students, administrators/counselors, social workers, illness, other extenuating circumstances etc.)

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** indicates **Unacceptable Achievement** Credit is not granted for an "F" grade. Students who drop a class after the beginning of the 6th 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).

ACADEMIC EXPECTATIONS AND SUPPORTS

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.

Academic Supports
MRH High School offers Before the Bell tutoring/quiet study in room 401 each day from 7:15 AM-8:15 AM. We also offer Beyond the Bell academic support/Quiet study in room 106 from 3:30-4:30 Monday-Thursday. If a student is assigned to either, it is expected students will attend. Students also have the freedom to attend on their own if and when it may be needed.

BDC/Credit Recovery Grade Protocols
Students who fail core courses with a 50%+, or with teacher approval, are required recover the first semester core course they failed by one of 2 ways:

1. Student is placed in a core teacher study hall or BDC. The student's original teacher will send up needed work/assessments to be done to earn a passing grade. The Study hall/BDC teacher will monitor the work but the original teacher must sign off on it at the end denoting the student demonstrated the "needed competency" to pass the course with a D- via a grade change form.
2. Student is assigned an Odysseyware online course, or piece of a course to finish off the standards he/she did not complete the prior semester. Once finished with all the required work, the student will earn the D- in the course via a grade change form.

**Credit recovery at MRH HS is competency based, not necessarily seat time based. This means some students require more time than others to finish the needed work to earn the passing competency grade in the course.*

Honors Option at MRH High School

Students at MRH High School may choose to participate in the honors option for their classes. Honors option is designated in the course guide for those classes where it is available. Students who select the honors option will remain seated in the regular course; 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, individualized research and additional writing requirements. Honors students should expect to have a more rigorous workload than those with the non-honors option. On occasion, honors students may be required to participate in out-of-school experiences.

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. **Grades in honors classes are not weighted.**

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

HONORS OPTION COURSE OFFERINGS

Course Title	Teacher Name
English I (9th)	Mr. McCollum
Physics (9th)	Dr. Massey
World History (9th)	Mr. Guthrie
Algebra I (9th)	Mr. Dunn
Geometry (9th)	Mrs. Carmon
English II (10th)	Mrs. Maddock
World History (10th)	Mr. Dixon/Dr. Welker
Chemistry (10th)	Mr. Ford
English III (11th)	Mr. Rowley
Biology (11th)	Mrs. Belcher
French I, II	Dr. Poucel
English IV (12th)	Mr. Cassell

The Honors Option Contract for enrollment can be found here.

College Credit

Qualified students have the opportunity to earn college credit while in high school through the Advanced Placement (AP) program, the Advanced Credit program through the University of Missouri – St. Louis, the 1818 program through Saint Louis University, dual enrollment or Tech Prep. Please refer to the Course Description Guide for eligible classes and qualifications. For additional information, see your guidance counselor or college specialist.

AP/Dual Credit Course Offerings

Course Title	Teacher Name
AP Biology and AP Environmental Science	Mr. Ganey
AP Calculus I and II	Mrs. Carmon
AP Chemistry	Mr. Ford
AP English Lang and AP Eng Literature	Mr. McCollum and Mr. Rowley
AP Human Geography	Dr. Welker
AP Spanish	Mrs. Vinson
AP Statistics	Mr. Dunn
AP World History	Mrs. Henske
AP Computer Science (SY24-25)	Mr. Tillit

Non-AP/Dual 1-8-1-8 Credit Course Offerings

Course Title	Teacher Name
Pre-Calculus-UMSL (Math 1030)	Mr. Spinks
Human Body (Anatomy)-STLCC Bio-109	Mr. Ganey
US Government-SLU 1818	Mr. Dixon
French III SLU 1818	Dr. Poucel
French IV SLU 1818	Dr. Poucel
Spanish III-SLU 1818	Mrs. Vinson
20th Century History SLU 1818	Mrs. Henske
Exploring Environmental Sustainability (EES) STLCC, BIO 117	Mr. Ganey
Mathematics Choice and Chance (UMSL-philosophy)	Dr. Massey
Historiography-UMSL	Mrs. Henske
Public Speaking-UMSL	Mr. McCollum
PLTW Computer Science-MO S&T	Mr. Tillitt

Dual Credit Costs

Dual Credit Class	Cost at MRH (per course)	Cost on College Campus	College Credit Hours
UMSL	$216	$1700	3
SLU 1818	$225	$3630.00	3
STLCC	$75.00	$366	3
MO S&T	$250	$933	3
AP	$98	All taught at MRH HS	3

MO A+ Scholarship Program
A+ Coordinator: Mrs. Nicole Huffman, Principal (nicole.huffman@mrhschools.net)
The A+ Scholarship Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. A+ students are under no obligation to use the A+ financial benefits. The benefits are earned by each individual student and are not transferable to any other student.

Receipt of private scholarships will not affect an A+ participant's eligibility for benefits.

Financial need is not a factor in determining an A+ participant's eligibility for A+ benefits. However, an A+ participant is required to complete a FAFSA (Free Application for Federal Student Aid) to determine eligibility for non-payback financial aid (i.e. Pell Grant, Missouri State Grant, Supplementary Education Opportunity Grant). Visit www.fafsa.ed.gov for details.

A student who graduates at the end of the first semester of their senior year is eligible to receive A+ funds for the semester immediately following as long as the student has met all program eligibility requirements.

To be eligible for assistance you must meet the following requirements as a high school senior:

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ high school for 2 years prior to graduation.
- Graduate from an A+ designated high school with an overall unweighted grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing prior to graduation.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
- Have achieved a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics

Study Hall
Study halls exist for quiet, reflective study so students will have an opportunity to change pace, slow down and delve into their school work. This is not a time to watch videos, chat with friends or hang out in the R&D. **STUDENTS WILL NOT BE ALLOWED TO LEAVE STUDY HALL UNTIL PROGRESS REPORTS ARE HANDED OUT EACH QUARTER or UNLESS THEY HAVE AN EHALL PASS FROM A TEACHER OTHER THAN THEIR STUDY HALL TEACHER OR A PRINCIPAL/COUNSELOR.** We will have a proper study culture in study hall. Students with failing grades will not be allowed to leave study hall unless they are seeing another teacher for support.

ACADEMIC LAB

Roles and responsibilities of the Academic Lab Teacher:

- To act as coach and advocate.
- Encourages advisee to participate in the life of MRH HS.
- Encourages advisees to achieve their academic potential.
- Obtain answers to student's academic and extra-curricular questions.
- Help student's problem solve current concerns or issues.
- Help students guide other students through problems
- Support school-wide programming
- To provide intervention and extension as necessary

Roles and responsibilities of the Student:

- To actively engage and participate in activities
- To cultivate and promote a healthy and safe school climate for all students & staff.
- Develop, pursue, and achieve academic and personal goals.
- Access Advisors to obtain answers to academic and extra-curricular needs.
- Help group solve current issues or concerns

ALTERNATIVE PROGRAMS

The MRH School District recognizes that there are various learning styles in our diverse population. We are committed to educating and supporting all children. The mission of Alternative Services, as an intervention and transitional program, is:

To re-engage the alternative learner through intensive service designed to develop habits of school engagement that reflect the emotional, social and academic skills necessary for a successful return to the base school.

Missouri Options (MO Options)
A Missouri Option student may be a student who:

- is 17-years-old and a year behind their cohort
- is willing to take the pre-assessment and score at the cusp of not-yet-prepared and somewhat prepared
- has passed the Missouri Constitution and the Federal Constitution tests
- has passed the following courses: Government, Health, Personal Finance
- has a means of obtaining 15 hours a week through additional class hours, employment, or volunteer/internship

Student Success Center (SSC)
A SSC student may be a student who:

- needs targeted academic supports due to failures and credit deficiencies
- would benefit from a smaller social/academic setting
- would benefit from increased social/emotional supports
- desires an alternative placement

Social Academic Growth Experience (SAGE)
A SAGE student may be a student who:

- needs targeted behavior modification in a controlled environment
- is in need of greater emotional support than traditional classrooms/schedules may provide
- has social struggles that are not conducive to other alternative settings until interventions are applied

ATTENDANCE POLICIES/PROCEDURES

90% OF OUR STUDENTS WILL BE PRESENT 90% OF THE TIME AT SCHOOL! Regular daily attendance is the responsibility of the parent/guardian and the student. Regular attendance is important to a successful school year and is essential. While a student is present 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 fill out the absence form on our website or email our Attendance Secretary at hs.attendance@mrhschools.net.

The responsibility for make-up work rests with the student. If a student is absent without notice from a parent, an email will be sent to the parent/guardian email on file notifitying of the absence. After an absence, students must make appropriate arrangements with individual teachers preferably 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 unless the parent and/or guardian contacts the school with a reason for absence. Unverified 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 Attendance Committee and may be referred to appropriate authorities (if under the age of 16 years of age) or dropped from MRH. Students may be

considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

***Excused* Absence Reasons**
1. Death in student's immediate family
2. Illness of the student
3. Doctor or dental appointment
4. Certain days for religious observances
5. Court appearances
6. Other extenuating circumstances not listed above may be considered by an administrator.

Extended Absences
If a student is absent for more than a week, parents must contact the student's counselor to put into place academic support for the student.

Unexcused Late Arrival to School
Students arriving after the tardy bell (8:30) MUST sign in through the Student Services in order to be properly admitted to school. Habitually late students (after 5 tardies to period 1) will be required to spend an hour after school or lunch support to make up for lost time and work on schoolwork. Failure to attend could result in a BDR assignment or other consequence. Continued tardiness to school may result in loss of credit for individual classes missed. This will affect progress to graduation and may delay graduation. Students may also be visited by the SRO at home if chronically tardy and sent to family truancy court.

QuickTrip
NO STUDENT IS ALLOWED AT QUIKTRIP DURING SCHOOL HOURS WITHOUT SPECIAL PERMISSION FROM AN ADMINISTRATOR OR DESIGNEE. IF STUDENTS ARE CAUGHT GOING WITHOUT PERMISSION, THEY MAY BE ASSIGNED BDR OR OTHER CONSEQUENCE.

Late 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.

Late to class

Tardies to class will be issued and recorded in PowerSchool by individual classroom teachers. Tardy reports will be run on a daily basis.
- Students with 1-4 tardies will receive warnings.
- After 5 tardies, students will be assigned lunch support and/or afterschool detention.
- After 10 tardies, administrators will meet with parents
- Students with 5 absences will receive attendance letters
- Students with 10+ absences within a quarter may be dropped from the class.

***BDR may be assigned to anyone missing detention assignments**

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 and are not in their assigned area if they remain on campus are also considered truant. 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 seniors who have gone through the approval process). Students must remain in the lunch room or other supervised area for

the entire lunch period**. Students who are chronically truant may be referred to St. Louis County truancy court by the SRO or the Division of Family Services.**

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 or a phone call to verify early dismissal. Students who leave school early with permission must sign out through Student Services.

All students, regardless of age, must sign out and have appropriate permission to depart early.
In cases of an emergency, the school administration or secretaries will accept a verified telephone call. After verification from a parent or guardian, an early dismissal slip is written and the student will sign out in the attendance office. Students who leave school grounds without permission will be considered truant.

Withdrawls
Students who intend to withdraw from the MRH High School must have a parent contact the registrar by letter, telephone, or by visiting the school. At that time, the parent is given a withdrawal form by the registrar. The student must have the withdrawal form signed by all of his/her teachers, the librarian and counselor before returning it to the registrar. Students who owe fines will have academic records held 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 the district will transfer student records, including discipline records, to another school district where the student is seeking to enroll.

CAFETERIA EXPECTATIONS

The cafeteria is open for breakfast from 8:20 am to 8:30 am as a service provided by the cafeteria staff. Breakfast will cost approximately $2.35 per meal. The cafeteria is open for lunch during lunch times only. Students should only be in the cafeteria if it is their lunch time.
During the regular lunch periods there is a complete plate lunch line and an ala Carte line that serves salads, sandwiches, desserts and other specialties. Students who carry their lunches should also use the cafeteria facilities. Full lunch costs approximately $3.25 per meal. 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, R&D, or outside. In some cases/areas, food and/or drink is not to 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 do not follow the cafeteria expectations will lose cafeteria privileges and eat in the lunch support room.**

Cafeteria Rules of Emphasis

- STUDENTS MUST THROW ALL TRASH AWAY
- 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
- STUDENTS MAY NOT EAT IN THE TEEN KITCHEN.

THE **R&D** IS NOT OPEN FOR LUNCH.

Senior "Off Campus" Lunch
MRH HS has instituted a student rewards program to grant the privilege of a senior lunch off campus for qualifying seniors. As for now, we are allowing all seniors with permission forms signed by parents to

partake in senior lunch. This means they are to eat their lunch during the allotted lunch time period, not before or after it.

Seniors with no F's on their current report card/progress report, 90% or better attendance, zero suspensions and have parental approval are eligible for a senior lunch off campus. Seniors who partake in this process must return to their class after lunch **on time**, or they forfeit their right to leave for senior privileged lunch again. Senior lunch will not begin until after the 2nd week of school. Seniors MUST sign out in Student Services and sign back in at Student Services.

The district is aware that off campus lunch may create a risk of off campus injuries and will allow the student to be without supervision for a period of time. For this reason, we ask parent/guardian permission for your student to participate in this program and take on all liability for student safety in their absence from school. The school cannot be responsible for the activities of your student away from campus and will not assume liability for any injuries or incidents that may occur while the student is on unsupervised lunch. Please note that the HS administration reserves the right to cancel this privilege at any time with students for reasons of safety, academic concerns, timeliness issues, or any other behavioral or academic reasons.

Food Service

Local education officials have adopted the following family-size income criteria for determining eligibility:

ELIGIBILITY CRITERIA FOR FREE AND REDUCED PRICE MEALS
EFFECTIVE JULY 1, 2024

Household Size	Maximum Household Income Eligible for Free Meals			Maximum Household Income Eligible for Reduced Price Meals		
	Annually	Monthly	Weekly	Annually	Monthly	Weekly
1	$19,578	$1,632	$377	$27,861	$2,322	$536
2	26,572	2,215	511	37,814	3,152	728
3	33,566	2,798	646	47,767	3,981	919
4	40,560	3,380	780	57,720	4,810	1,110
5	47,554	3,963	915	67,673	5,640	1,302
6	54,548	4,546	1,049	77,626	6,469	1,493
7	61,542	5,129	1,184	87,579	7,299	1,685
8	68,536	5,712	1,318	97,532	8,128	1,876
Each add'l member	+6,994	+583	+135	+9,953	+830	+192

Children from families whose current income is at or below those shown are eligible for free or reduced price meals. Applications are available online. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year. A complete application is required as a condition of eligibility. A complete application includes: (1) household income from all sources or Food Stamp/Temporary Assistance case number, (2) names of all household members, and (3) the signature and social security number of the adult household member signing the application. School officials may verify current income at any time during the school year.

Foster children may be eligible regardless of the income of the household with whom they reside.

If a family member becomes unemployed or if family size changes, the family should fill out an application online. Such changes may make the children of the family eligible for these benefits.

Procedure on Past Due Meal Charges
Past due meal charges will be handled in accordance with Procedure EF- AP1. Students will not be denied a meal from the cafeteria regardless of whether money is present in their account. However, students will be charged for every meal. Students may not charge a la carte items. Students will not be singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Nutrition Guidelines
It is the policy of the MRHSD that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the nutrition standards established by the USDA. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

CODE OF CONDUCT AND POLICIES FOR DISCIPLINE

"Teachers have a right to teach and students have a right to learn."

Leaders, Scholars, Stewards, Citizens, are engaged, persistent, respectful, safe, accountable and take pride in MRH.

- Be engaged
- Be persistent
- Be respectful
- Be safe
- Be accountable

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.

We expect students to display positive character traits and follow school rules at all times. Any teacher or staff member has the right to correct students' misbehavior at any place and at any time.

1. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.
    a. *First Offense: 1-180 days out-of-school suspension or expulsion*.

2. **Assault:** 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; Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another; Any person promoting, filming, instigating, or egging on a fight is subject to the same rules as a student directly involved in a physical assault.
    a. *First Offense: Parent/Student conference, detention, in-school suspension BDR, 1-180 days out-of-school suspension, or expulsion.*
    b. *Subsequent Offense: In-school suspension BDR, 1-180 days out-of-school suspension, or 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.
    a. *First Offense: Suspension or revocation of parking privileges on our lot, detention, in-school suspension, and/or 1-10 days out-of-school suspension.*
    b. *Subsequent Offense: Revocation of parking privileges, 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.
    a. *First Offense: Conference, Parent Meeting,Detention, BDR or 1-180 days out-of-school suspension.*
    b. *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.
    a. Transportation privileges may be suspended or revoked.

6. **Buying or Selling**-No items are to be bought or sold without consent and approval of the principal's office.
    a. *Items will be confiscated without consideration for monetary loss.*

7. **Cheating and/or plagiarism**—Students who cheat deprive themselves of the opportunity to learn – especially how to think. Cheating is considered, but not limited to copying another student's work or assignment to submit as one's own. Using/providing notes, documents, answers, aids such as a graphic calculator, computer file or other storage devices (i.e. cell phones, iPods, etc.), or helping another student on any assessment (i.e. test, quiz, exam, etc.) or assignment, tampering with teacher materials, removing an exam from the classroom, copying, photocopying, screen shooting, having someone other than the student prepare the student's homework. Students who cheat on any assignment/test are guilty of **Academic Dishonesty**.
    a. Corrective Action: ***STUDENT WILL STILL RE-DO THE ASSIGNMENT with grade-level administrator****. Additional consequences may include: Principal/Parent/Student conference, detention, in-school suspension, 1-180 days OSS*

8. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.
    a. *First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension BDR , and/or 1-10 day's out-of-school suspension.*
    b. *Subsequent Offense: Nullification of forged document. 1-180 days out-of-school suspension, or expulsion.*

9. **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.
    a. *First Offense: Principal/Student conference, detention, in-school suspension BDR, or 1-10 day's out-of-school suspension.*
    b. *Subsequent Offense: Detention, in-school suspension BDR, 1-180 days out-of-school suspension, or expulsion*.

*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.

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

*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**.

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

10. 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 or drug paraphernalia is strictly prohibited.
   i. *First Offense: Parent/Principal/Student conference, in-school suspension BDR or 1-180 days out-of-school suspension, <u>evaluation at recommended drug rehabilitation center and/or counseling before returning to school.</u>*
   ii. *Subsequent Offense: Parent/Principal/Student conference, 1-180 days out-of-school suspension or expulsion, evaluation at a recommended drug rehabilitation center before returning to school..*
b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, vaping devices, jules, 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.
   i. *First Offense: In-school suspension BDR, 1-180 days out-of-school suspension, evaluation at a recommended drug rehabilitation center before returning to school.*
   ii. *Subsequent Offense: Suspension 1-180 days and hearing with the superintendent.*
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.
   i. *First Offense: 1-180 days out-of-school suspension or expulsion, evaluation at a recommended drug rehabilitation center before returning to school.*
   ii. *Subsequent Offense: Suspension 1-180 days and hearing with the superintendent.*

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

a. *First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 day's out-of-school suspension.*
b. *Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.*

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

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

12. **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.
    a. *First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion*
    b. *Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion*

13. **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.
    a. *First Offense: Restitution. Parent/Principal/Student conference, in-school suspension BDR, 1-180 days out-of-school suspension, or expulsion.*
    b. *Subsequent Offense: Restitution. In-school suspension BDR, 1-180 days out-of-school suspension, or expulsion.*

14. **Fighting (see also, Assault)**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. ****Anyone caught filming or egging on a fight is subject to the SAME Discipline as those who fought****
    a. *First Offense: Principal/Student conference, detention, in-school suspension BDR, or 1-180 days out-of-school suspension, arrest for assault.*
    b. *Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.*

15. **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.
    a. *First Offense: In-school suspension BDR or 1-180 days out-of-school suspension.*
    b. *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.

16. **Public Display of Affection**—(PDA) Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.
    a. *First Offense: Principal/Student conference, parent meeting, detention, in-school suspension BDR, or 1-180 days out-of-school suspension.*
    b. *Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.*

17. **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.
        i. *First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.*
        ii. *Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Required meeting with safe connections counselor or not allowed to return.*
    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.
        i. *First Offense: In-school suspension BDR, 1-180 days out-of-school suspension, or expulsion and/or referral to a counselor via "safe connections" meeting must be solidified and/or occurred before the student is allowed to return.*
        ii. *Subsequent Offense: 1-180 days out-of-school suspension or expulsion.*

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

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

18. **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.
    i. *First Offense: Restitution. Principal/Student conference, loss of user privileges, in-school suspension BDR, or 1-180 days out-of-school suspension. Student must check-in/out laptop each day at tech and loses home computer privileges*
    ii. *Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.*
b. Violations 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.
    i. *First Offense: Restitution. Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.*
    ii. *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. 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.** Items may be released to parents or kept in the principal's office for the year.

*Earbuds must be put away if asked by a teacher unless it is a part of a specialized support or plan in place approved through the counseling, SSD, or administrative department.

a. Corrective Action: Principal Conference, confiscation, BDR, confiscation.

19. Theft

a. Attempted theft or knowing possession of stolen property.
    i. *First Offense: Return of or restitution for property. Principal/Student conference, in-school suspension BDR, or 1-180 days out-of-school suspension.*
    ii. *Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.*
b. Theft of School Issued Laptop
    i. a minimum out of school suspension (up to 1 semester-1 year) and/or up to 180 days of suspension and require a superintendent's hearing.

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

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

21. 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.

a. First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension BDR.
b. Subsequent Offense: 3-10 days in-school suspension, truancy court hearing, 1-10 days of OSS.

22. Tobacco and/or E-cigarettes, Vaping products

a. Any possession or use of any tobacco product or e-cigarettes (Juuling) on school grounds, school transportation or at any school activity is strictly prohibited. Any paraphernalia or clothing promoting smoking is also prohibited
   i. *First Offense: Confiscation of tobacco product. Principal/Student conference, detention or in-school suspension BDR, meeting with counselor to discuss addictions*
   ii. *Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension or 1-10 day's out-of-school suspension along with full-scale assessment from drug-rehab facility.*

b. Use of any tobacco products on school grounds, school transportation or at any school activity.
   i. *First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension. Counselor meeting out of school*
   ii. *Subsequent Offense: Confiscation of tobacco product. In-school suspension BDR or 1-10 days out-of-school suspension and recommendation to the Bridges to Success tobacco rehabilitation program.*

**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.*

23. 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.

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

24. 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.

a. *First Offense: Restitution. Principal/Student conference, detention, in-school suspension BDR, 1-180 days out-of-school suspension, or expulsion.*
b. *Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.*

25. Weapons

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. Weapons in school are prohibited and school SRO has the right to arrest and detain any students/weapons. School punishment is 1-10 days bde, 1-180 days OSS or expulsion via superintendent's hearing.

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.
Anyone charged with violating a Safe Schools Act must stay 1000 feet away from school property.

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.
    i. *First Offense: In-school suspension BDR, 1-180 days out-of-school suspension, or expulsion.*
    ii. *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).
    i. *First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.*
    ii. *Subsequent Offense: Recommended Expulsion.*

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

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

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 EduClimber. Teachers may assign after school detention for minor infractions of school rules.
The MRH School District Policy JGA strictly prohibits the use of corporal punishment as a disciplinary action.

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.

BDR- Blue Devil Restore (Replaced In-School Suspension)

Students may receive time in BDR as an alternative to Out-of-School Suspension (OSS) at the discretion of the principal. Staff in BDR focus on restorative practices, with the belief that there is greater value in teaching students how to reflect and repair when conflict or harm occurs, rather than merely punish.

While in BDR, the student will:

- Reflect through writing and discussion on his or her initial behavior and investigate how it impacts our community, school and the student's personal life (character);
- Explore how reparation can be made when harm occurs through a restorative process and complete appropriate repairs;
- Participate in wellness and brain break activities;
- Engage in an educational component or skill-building practice based on their referral;
- Complete his or her academic assignments for the day

Conferences

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

1. 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.
2. Behavior Contract- The administrator, counselor, or teacher in consultation with the parent and students 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.
3. 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.

Detention

Students may receive a detention 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 principal. Those who chronically miss teacher assigned detentions will be subject to more harsh disciplinary consequences.

Deprivation of Privileges

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

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.*

Out of School Suspension

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

A building 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.

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 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 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.

Referral to Law Enforcement Agencies

Students will be referred to the appropriate law enforcement agency for illegal behaviors. Law enforcement officials may enter, detain, or arrest a student for violation of any Missouri/Federal law in accordance with policy.

Restitution

Students may 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 other personnel must be held prior to removal.

DISCIPLINE AT MRH IS BASED ON RESTORING THE RELATIONSHIP AND RESTORATIVE PRACTICES WILL BE IMPLEMENTED—meaning we hope to teach self-reflection and learn from the situation so it does not happen again and relationships remain in good repair.

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.

DRESS CODE

Personal appearance and attire are primarily the responsibility of the parent/guardian and the student. The school will 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):

- Present a neat and well-groomed appearance.
- Clothing should be safe and not distract from the educational environment. Clothing that promotes current illegal activity is not allowed, including drug use, gang affiliation, nudity, profanity. *Any outfit deemed unfit for school by the admin is punishable by BDR, OSS, or removal of an item and a new item given to students to wear.

- Wearing items that completely cover the face during school hours is not acceptable. Appropriate caps, hats can be worn in the building unless deemed inappropriate by administration.
- Faces are to be visible, unless masks are required. 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 worn at all times.
- Pants/bottoms should be worn at all times.
- All students must wear shoes.

EMERGENCY PREPAREDNESS AND SAFETY 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.**

We are required to hold a variety of emergency drills throughout the year. The following information and procedures should be used during these drills. By practicing these procedures students will be well schooled in what to do in the event of an actual emergency. Please take time to go over these procedures with each of your classes, especially your advisory.

Bus Evacuation

Front Evacuation--To be used in a condition where students in the rear of the bus must exit before those in the front.

- The driver will stop and secure the bus from further movement.
- The driver will stand at the front of the bus, ask for quiet, and tell the students to begin a front door evacuation, instructing them where to meet once outside the bus.
- Students in the rear of the bus should stand and rapidly alternate by rows, walk to the front of the bus and exit to the meeting place. (The back is evacuated first in this case since that is more than likely where the most danger exists.)
- The driver should execute a walk through to make sure that all students have exited or in the case of injury, determine what course of action should be taken.
- Unless in immediate danger, those students who have experienced neck, back or head injuries should not be moved.

Rear Evacuation--To be used in a condition where students in the front of the bus must exit before those in the back.

- The driver will stop and secure the bus from further movement.
- The driver will stand at the front of the bus, ask for quiet, and tell the students to begin a rear door evacuation, instructing them where to meet once outside the bus.
- Students in the front of the bus should stand and rapidly alternate by rows walk to the rear of the bus and exit to the meeting place. (The front is evacuated first in this case since that is more than likely where the most danger exists.)
- The driver should execute a walk through to make sure that all students have exited or in the case of injury, determine what course of action should be taken.
- Unless in immediate danger, those students who have experienced neck, back or head injuries should not be moved.

Earthquake

The Federal Emergency Management Agency (FEMA) has developed materials that explain safety measures to be taken by students during an earthquake. The materials may be accessed at www.fema.gov/earthquake-safety-school.

During an Earthquake

- Stay inside or outside (do not try to make the transition during the quake)
- Take cover under desks, tables, doorways of inside walls.
- Stay away from windows
- Avoid bookcases, cabinets, chimneys and other items that may topple over
- Do not run for stairways or exits during the quake
- Do not use elevators
- If outdoors, move away from buildings, utility wires or any walls that could fall
- If riding the bus--STAY ON THE BUS
- Do not light candles, matches, lighters or any other flames after the quake because of potential gas leaks
- Remain calm and think of any dangers that may result from decisions made rashly.

After an Earthquake

- Be prepared to aftershocks
- Check for fires
- Check for injuries. Do not move a seriously injured person. Turn on radios to listen for additional instructions
- Be alert for glass, debris or chemical spills
- Move out of the building when instructed to do so
- Watch for cracks in the ground and downed wires, debris and the like
- Do no enter damaged buildings until they have been checked and permission has been granted

*During the drill we will ask students to duck and cover under the nearest desk. We may ask that students simulate duck and cover after a thorough discussion about the importance of such drills. Usually we will also conduct an intruder drill at the same time. **We must have two earthquake drills during the year.**

Fire

Everyone in a school needs to take part in regular fire drills, as it helps them to fully grasp the building's escape routes and the instructions they must follow.

- In the case of a fire, the alarms will sound and lights will flash. Head to your nearest exit. Stay with your class at all times.
- Teachers are the leaders. Teachers will lead students out of the building and to a safe location.

Intruder/Lock Down

Keeping our school campuses safe from active shooters or intruders is one component of a school emergency plan.

- If you see an unfamiliar person in the school and he/she is not wearing a name tag issued by the main office, immediately contact the office. We will attempt to ascertain if this is an authorized or unauthorized person in the building
- In the event that we have an unauthorized person in the school we will announce via intercom that this person is in the building and his/her last known whereabouts. We will announce to lock your rooms.
- Keep students quiet and away from the window. Lock all doors. Turn lights out. It should seem as if no one is in the room.
- Teachers should sweep students who are in the hallway into their room and lock the door. Close the transom as well.
- If your door has a shade, draw it. Close window shades as well.
- Take attendance. Make a list of students who are not present in the class, but if you have an idea of where they are, make note of that; make a list of students who are present in your class, but are assigned to someone else's class, make note of where they should be.

- IF an attacker should ever enter a room, we are not sitting ducks and we will aggressively attempt to attack the intruder and hurl items attacking the intruder to escape the building. Law enforcement support this concept as a “lifesaving technique.” We are not sitting ducks!
- Stay in the room until you are given instructions to leave the building. When instructed to leave the building (or should you determine it is safe to exit your room) we are to meet at the designated place.
- Use the intercom or phone only to tell the office if you see the intruder.
- If an intruder enters the room, we will not sit back. Throw things at the intruder and do all you can to distract him/her and get him/her subdued and/or escape.

We may decide to lock down the building based on a situation that is unfolding in the neighborhood around school. You should follow the same procedures for an intruder.

*From time to time, we will ask that the Maplewood Police Department and the St. Louis County Police Department help keep our school drug and weapon free by performing a Safety and Security Sweep of the building. We will call for a Safety and Security Sweep. Follow the same procedures for an intruder. It is important that everyone remain in a classroom (or outside the school) during this sweep. Often the police use highly trained animals that are distracted by non-police people roaming about the building. **We must have two intruder drills during the year.**

Student Supervision
The district will not be responsible for supervising students outside of the stated daily schedule for each building. Students should not be dropped off or left at school during unsupervised times.

School Cancellation
When the decision is made to close schools or alter our school day, we use various procedures to notify the MRH community. Notification announcements for full-day school closings or a late start to school will normally be made by 5:00 a.m., and afternoon and evening activity cancellations will normally be announced by 2:00 p.m.

Closing and emergency notifications are sent via phone calls through the District’s parent “robocall” notification system, posted on the District’s website, Facebook pages, and Twitter accounts. We also post school closings on the following radio and television stations:

While we try not to close school early due to weather-related concerns, there could be other emergency situations where parents/guardians are asked to pick up students early from school. **Every family should have a plan for picking up children from school in such a situation**. We also ask that you make sure you have provided your child’s school with information on all adults who are authorized to pick up your child at school. If necessary, due to safety concerns, students will be kept at school until they are picked up by an adult who has previously been identified on the emergency contact form that parents are asked to complete at the beginning of each school year.

Tornado
Tornado drills are an important element in tornado preparedness. Like any other safety drills, they increase chances of correct response to a real tornado threat.

- If a Tornado Warning has been issued for the area we will notify staff and students via the intercom (if possible). If we cannot use the intercom, we will use an air horn sounded in the main stairwell.
- Once you have heard this warning, students should follow their teacher to the designated safety area. These areas should be designated on an emergency card, clearly posted in the classroom. WE LINE UP AGAINST LOCKERS IN THE HALL AND DUCK AND COVER.
- Most classrooms are dangerous because of the large windows. If you are unable to move out of the classroom, move as far away from glass areas as possible. If there are desks or tables, use them to screen yourself.

- Restrooms may be suitable for cover provided that there are no large windows.
- If you know of someone who has not heard the alarm (PE classes outside, rooms with faulty intercoms) warn them and pull them to safety.
- Assist those who are restricted in movement
- Do not move outside until you have been given instructions that it is safe to do so.
- During the Drill we will ask that students assume a safe position for a brief time; teachers should observe students and ask them to adjust their position as necessary.

STUDENT SERVICES

Overview

Two counselors, a college & career advisor, and the registrar staff the guidance department. They handle student scheduling, testing, record keeping, and 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.

The State of Missouri minimum high school graduation requirements comprise 24 units of credit that must be earned prior to graduation. The requirements are stated in terms of the number of units of credit that must be earned in each of several subject areas. To earn one unit of credit, a student must meet all the course requirements and earn a passing grade in a course. Half- and quarter-units of credit may be earned for courses meeting proportionately fewer minutes. Following are the requirements by subject area and, in some cases, specific courses. Please click this link to be directed to MRH course requirements.

Assessments

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).

Assessment Policy & Plan

All students enrolled in the Maplewood Richmond Heights School District are expected to take the state-required assessments. Additional information regarding district assessment can be found in Board Policy IL. This policy includes part-time, full-time, students on homebound instruction, and students who are homeschooled except for specified courses. Students are required to take all tests at their grade level. Additional testing may be administered to ensure that students are receiving appropriate instruction at their academic readiness level. District testing is outlined in the MRH Assessment Plan which is accessible on the district website at http://www.mrhschools.net/curriculum/assessment. A copy of the full plan may also be obtained by visiting the school office.

Accountability Reports

District and building accountability reports are available through the Department of Elementary and Secondary Education Website. You may access the site by visiting the district website by navigating to the "About Us" section and clicking on "Key Facts".

Early College

This is an early-entrance-to-college program located on the campus of STLCC – Meramec. Students attend the program for two years, replacing the junior and senior years of traditional high school. While in the program, students are enrolled in a curriculum consisting of all college coursework taught by professors at STLCC – Meramec. Upon successful completion, students earn an Associate of Arts degree

as well as a high school diploma. This is an opportunity for high performing and dedicated students to socialize and study in a learning community of peers.

Early Graduation
A student may apply for early graduation if they have completed all graduation requirements and is choosing to leave high school for an appropriately planned post-secondary experience. Eligible students must have plans to attend a college or university, trade school, armed forces, or employment opportunity. Applications for early graduation must be made by the end of the first quarter of the seventh semester and must be approved by the principal following the verification of eligibility by the counselor and the coordinator of data and accountability.

The following procedures must be completed in order for a student to qualify for early graduation from the high school program:

- Submission of an application for early graduation by the last day of the first quarter of the seventh semester to the counseling office.
- Completion of senior check-out with College Advisor or counselor.
- Completion of graduation requirements, including:
    - Completion of all state and local required courses and credits
    - Passage of U.S. and MO Constitution Tests and Civics Test
    - Completion of required End of Course Exams
    - Complete required DESE CPR and Heimlich maneuver training.
- Pay all outstanding fines and fees.
- Return textbooks, and other school property.
- Complete the Student Services Senior Survey before 1st semester final exams.
- Complete check out with the technology department.

Students approved for this program may opt in or out of all spring senior events including graduation. Selections for Spring participation should be documented in the early graduation application. Official transcripts will be prepared once the student has completed all graduation requirements and has documented post-secondary plans. Diplomas will be conferred during the Spring graduation ceremony and will be mailed to those individuals who chose not to participate. Students who chose to graduate early are not eligible to participate in official MSHSAA activities.

Schedules/Schedule Changes
Students will request classes in the winter 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 school district website. Prior to class schedules being complete, students will have had ample time to consider which classes meet their interests and needs. Students are encouraged to spend ample quality time studying the course descriptions before deciding upon course selections Changes in course selection will not be permitted 2 weeks after classes begin without administrative approval. The following criteria is used when examining requests for such change:

- when a scheduling mistake has been made (enrolled in an advanced course without the prerequisite;)
- when there is a need to balance classes;
- when classes must be canceled due to insufficient enrollment;
- where it is determined by school officials that a circumstance exists whereby the student has little chance to realize success, or where the student has shown him/herself to be a disturbance to the class and has not shown a propensity to improve behaviors after admin. meetings.

Semester Final Exams
All students will participate in taking final exams unless it has been approved by an administrator. Final exams must be taken during the final exam date ranges. We understand that situations arise where a final

exam may not be able to be taken during exam times. It is the responsibility of the student and parent to reach out to the teacher to reschedule/schedule an exam. The teacher will then reach out to an administrator for approval.

Semester Final Exam Exemption Policy For Seniors

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 to improve overall student behavior and attitude toward school. **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. **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.

HEALTH AND WELLNESS

Abuse and Neglect

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and Board policy.

Health Records and Notifications of Screening

School nurses will maintain student health records, including emergency information forms for each student. The nurse will ensure that the school principal has access to all student health records. The nurse will store health records in a secure location, and any health information provided orally will be reduced to writing and stored appropriately. District employees shall not share information regarding a student's health in front of other students or staff members who do not have a need to know the information. Student records will be stored and disclosed in accordance with Board policy.

Screening tests for various health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health. In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.

Further, parents will be notified of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening administered by the district is conducted that is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term “invasive physical examination” means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening.

Parents or eligible students will be given the opportunity to opt out of the above-described nonemergency, invasive physical examination or screening.

Illness or Injury
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 Nurse and/or Principal and an accident report completed. This is important for school records and for any insurance claim that may be filed later.

Immunizations
The district will exclude from school all students who are not immunized or exempted as required by law. Parents of students in the MRH preschool may ask if any child in the preschool has an immunization exemption on file. However, the district will not release the name of the child, the type of exemption, or any other information other than there is at least one child with an exemption pursuant to Policy JHCB.

Medication
The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with policy JHCD. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

Missouri HealthNet for Kids
The Federal Children’s Health Insurance Program, part of MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. In order to qualify for this benefit program, you must be a resident of Missouri, under 19 years or be a primary caregiver with a child under the age of 19, not covered by health insurance (including Medicaid), and a U.S. national, citizen, legal alien, or permanent resident. Please see the state’s program information for details at: https://mydss.mo.gov/healthcare/mohealthnet-for-kids

Suicide Awareness
The School District of Maplewood Richmond Heights is committed to maintaining a safe environment to protect the health, safety and welfare of students, including students who may be at risk of suicide, without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.
The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis. Actions may include:

- Immediately locating students and not leaving them alone.
- Notifying the crisis response team (Counselor, Social Worker and Administrators)
- Notifying parent/guardian
- Notifying emergency services
- Connecting to school and community resources
- Contacting the National Suicide Prevention Lifeline (800-273-8255) for assistance.

Confidentiality
Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Teaching About Human Sexuality
Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be age appropriate, medically and factually accurate and shall, pursuant to the requirements of state law:

- Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
- Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity.
- Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity.
- Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception in a manner consistent with the provisions of federal abstinence education law.
- Include a discussion of the possible emotional, psychological and legal consequences of preadolescent and adolescent sexual activity.
- Teach skills of conflict management, personal responsibility and positive self-esteem.
- Teach students about the characteristics of and ways to identify sexual predators.
- Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods.
- Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting.

The parent/guardian of each student has the right to remove the student from any part of the district's human sexuality instruction. Additional information can be found in Policy IGAEB.

Trauma-Informed Schools Initiative
Information regarding the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative can be found at https://dese.gov/tramainforme

Trauma-Informed Website

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."
For the purposes of this initiative, the following terms are defined as follows:

1. “Trauma-informed approach” - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “Trauma-informed school” - a school that:
    a. realizes the widespread impact of trauma and understands potential paths for recovery
    b. recognizes the signs and symptoms of trauma in students, teachers and staff
    c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
    d. seeks to actively resist re-traumatization

Additional Information may be found at https://dese.mo.gov/traumainformed

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.
- **Reading** and **studying** are a part of homework as well. Teachers may ask that students spend time reading to increase fluency and comprehension while preparing students for discussions or key writing assignments. Students may also need to study, that is spend time reviewing material, notes and assignments to commit key information, ideas and concepts into their long term memory and to enhance understanding of a subject.

Student Homework Expectations
We expect each high school student to complete his/her homework in a timely manner. We expect the following from each of our students.

- Use a planner or google calendar (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.
- Ensure that the appropriate materials are on hand. If you need something, ask someone at home or a staff member.
- Work with those at home to designate a quiet organized place for study.
- Produce neat, quality work.
- Turn in assignments on time and create study groups.
- Use study hall, academic lab and the library, before the bell and beyond the bell as places to expand your learning and studying.

- Communicate with your teacher if you're having difficulty with a particular assignment or consistently have difficulty completing assignments.
- Take care of yourself physically, mentally, emotionally, and socially. Eat well, rest, and look for appropriate ways to relieve stress. If you need help with any of the above, see your counselor, teacher, principal or other person with whom you feel comfortable.

INTERNET USE GUIDELINES AND PROCEDURES

Rationale
Limited internet access is available to students, teachers and administrators of the Maplewood-Richmond Heights School District while on campus. 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. World Wide Web (WWW) - 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.

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

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

The district will monitor the online activities of users and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

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

electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose as outlined in policy GBH.

The School District of Maplewood Richmond Heights prohibits the use of visual or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. The district or designated agents of the district may make audio or visual recordings if in alignment with Policy KKB.

Goals and Expectations

Student use of the Internet is under the direction and supervision of the teacher. It is suggested that parents, guardians, and caregivers, also play a part in supervision of appropriate use of the internet 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

<u>School Board</u>

- 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.

<u>School</u>

- 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 the Internet.

<u>Teacher</u>

- 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.

<u>Parent/Guardian/Caregiver</u>

- 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 teachers or administrators.

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 the 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 of 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.

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 Classroom Use Procedures
<u>Classroom Expectations</u>

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 email, 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.

<u>General Use and Care of the Laptop</u>

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)

Music

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

Hardware

1. 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 the classroom teacher.

Chatting

1. No instant messaging, unless authorized by the teacher.
2. Students may use Gaggle Chat Service, when approved by the teacher.

E-Mail

1. Students will use Google email for educational use.
2. No personal email use by students while at school, unless authorized by the teacher. (EHB-R)

Software

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

In-School Storage

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

Loaners/Repair

1. Students will check in broken computers to the tech department. They will be evaluated and repaired by the tech department. Computers will be returned to the student when repairs are complete.

Web Use

1. The district web filter monitors Internet use. Exceptions allowed at the discretion of the teacher.
2. As it relates to the use of technology, the District still requires a basic level of regulation for its students and faculty.

*Failure to comply could result in loss of computer privileges, discipline, or legal action.

Costs/Fees Associated with Student Laptops

Yearly Laptop Costs Per Student (Based on School Lunch Status):

- Full pay: $30
- Reduced: $15
- Free: $5

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.
4. To replace the entire computer is $150.00

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;
    k. Using the network for commercial or private advertising;
    l. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
    m. Using the network while access privileges are suspended or revoked; and
    n. Using encrypted communication without prior approval from the Superintendent or designee;
    o. 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 email that would be inappropriate in a letter or memorandum.
    c. 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.

d. Personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
e. 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.
f. 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:
        i. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
        ii. Student safety and security when using electronic communications;
        iii. Limiting unauthorized access, including hacking and other unlawful activities and;
        iv. 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).

MRH DISTRICT COMPUTER PERMISSION FORM

MRH School District Computer Permission Form

The undersigned student and the student's parents understand that the laptop computer assigned to my child is the sole properly of the MRH School District and I agree to return the computer on or before the last day of school or upon withdrawal from the district. We also acknowledge that we have read and understand the MRH Computer User Guidelines, and grant permission for my child to check out a laptop computer for educational use from the MRH School District.

Print Student Name: _____

Student's Signature:_____

Date:_____

Print Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____

Address of Student:

Street: _____

City: _____

Zip Code: _____

Telephone: _____

Email Address of Parent/Guardian (not required):_____

_____

Assigned Asset Serial #: _____ (to be completed by tech dept)

LOCKERS

Students who would like to use MRH lockers are assigned a hall locker through Academic Lab with a free lock. Replacement Locks are to be purchased from the school for a cost of $3.00. **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.** The Lost and Found area for books and other articles is located in the attendance office.

DO NOT BRING LAPTOPS, PHONES, WALLETS, PURSES AND OTHER VALUABLE ITEMS INTO THE GYM.

MRH HS does not support the use outside personal laptops to be used in classes. We expect all students to use their school issued laptop.

PARENTAL CONSENT FORM

*For field experiences

As a “School as Apprenticeship” school, MRH High promotes that students visit places of educational interest in and around St. Louis. Only students who have the written approval of their parents/guardians will be included in these excursions. The school and faculty will assume the responsibility to carefully supervise students. If you wish to have your son or daughter included in the trip please indicate below by signing your name and returning this form to the high school. **By signing this form, you are approving <u>any</u> field trip that has been approved by the MRH HS administration THE 2023-2024 school year and allowing your child to attend the trip.**

STUDENTS ARE RESPONSIBLE FOR ANY CLASS WORK THEY MISS WHILE ON THE FIELD TRIP

My student (student name) _____may accompany his/her class on MRH sponsored field trips during the 2023-2024 school year.

The field experience will depart from the high school and return to the high school on the same day.

I understand that my child will be under the supervision of authorized school personnel at all times. I agree to instruct my child to obey all rules, regulations and instructions given by authorized school personnel. I further agree that no authorized school personnel shall be held responsible or liable for injuries or other mishaps caused by my child’s deliberate disobedience of rules, regulations and/or instructions.

_____ _____

Parent/Guardian Signature Phone #

PS: Required Testing (EOC, AP, ACT, NWEA) has priority over a field trip

PARKING

Parking at MRH is a privilege. This privilege may be revoked at the discretion of an administrator due to violation of parking regulations and/or inappropriate and unsafe conduct on the parking lots.

1. Illegal parking is defined as parking in "No Parking" areas, parking in a way to interfere with buses and emergency vehicles, parking in a way to block other cars, parking in spots that are not designated as parking spaces, parking in spots designated as reserved or handicapped.
2. Speeding, reckless driving, or careless driving will result in loss of parking or driving privileges on MRH parking lot or grounds. Safety is our first and foremost concern.
3. Please Park on the Pool Parking Lot

PHONES/CELL PHONES/HEADPHONES/EARBUDS

Students who need to use a phone should report to the administrative office 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 and must display proper cell phone etiquette while on campus.**

Cell phones and headphones/earbuds are to be kept out of sight and out of mind during the school day during academic/class/assembly/meeting time. A ringing phone in class, texting, talking or taking calls during the day is unacceptable. Some teachers may have a cell phone area for students to store their cell phone during class to limit distractions. Cell phone discipline will be the following: ANY CONFISCATED ELECTRONIC DEVICE WILL BE RETURNED ONLY UPON THE STUDENT MEETING WITH A PRINCIPAL AND/OR PARENT CONFERENCE. KEEP YOUR PHONE OUT OF SIGHT AND MIND IN CLASS. LEARN PROPER PHONE ETIQUETTE OR YOU WILL BE REQUIRED TO HAVE A DAILY CHECK-IN AND CHECK OUT PHONE PROCEDURE EACH DAY.

Earbuds/headphones must not serve as a distraction to learning and must be removed if asked by a teacher/admin.

If the cell phone or electronic device becomes a distraction disciplinary consequences may occur

**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 DAY of BDR or parent meeting with hs admin*

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
(Notice of Nondiscrimination)

General

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles 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. In addition, the District provides equal access to

the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following people are designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

> Non-Discrimination Compliance Officer: Dr. Shonda Ambers-Phillips, Assistant Superintendent of HR and DEI 2650 S. Hanley Rd. Suite 300 Maplewood, MO 63144 314-644-4400 shonda.ambers-phillips@mrhschools.net
>
> Title IX Coordinator: Vince Estrada, Director of Student Services 2650 S. Hanley Rd. Suite 300 Maplewood, MO 63144 314-644-4400 Vince.estrada@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

Facilities
The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

School Nutrition Programs
No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Individuals with Disabilities
The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

Bullying
In order to promote a safe learning environment for all students, the School District of Maplewood Richmond Heights prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in

activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated. The superintendent or designee will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

Reporting
The district's nondiscrimination policy is located on the district's website at http://www.mrhschools.net/policies/non-discrimination-policy. Grievance forms are obtained at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Dr. Shonda Ambers-Phillips
Assistant Superintendent of HR & DEI
2650 S. Hanley Rd. Suite 300
Maplewood, MO 63144
Phone: 314-644-4400
Fax: 314-781-3160

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

Vince Estrada
Student Services Director
2650 S. Hanley Rd. Suite 300
Maplewood, MO 63144
Phone: 314-644-4400
Fax: 314-781-3160

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights
Phone: 816-268-0550
TDD: 800-877-8339
E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Phone: 800-669-4000
TTY: 800-669-6820
E-mail: info@eeoc.gov

U.S. Department of Agriculture
Director, Office for Civil Rights
Room 326-W, Whitten Building
1400 Independence Avenue SW
Washington, DC 20250-9410
Voice and TDD: 202-720-5964

U.S. Department of Justice
Phone: 202-514-4609
TTY: 202-514-0716
E-mail: AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
E-mail: mchr@labor.mo.gov

Assistance to Students Who are Homeless, Migrant, or Learning English as a Second Language
Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact your building principal.

Students Eligible for Special Education Services under the IDEA
The district, in cooperation with a special school district, will comply with all applicable federal and state laws governing special education services. Our Director of Special Education, Mrs. Emily Kresyman is our liaison for the district. emily.kresyman@mrhschools.net

Family Engagement Policy
Family engagement is encouraged in Policies KC and KD. Patrons of the district are encouraged to express ideas, concerns and comments about school programs through written correspondence, service on citizen advisory committees and responses to surveys authorized by the Board, in accordance with Board policies and procedures for receiving public complaints and public participation at Board meetings, and as otherwise authorized or required for district participation in state and federal programs. It is the Board's intent to establish partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

The district will encourage parents to be involved in supporting the education of their children in at least the following ways:

- the development of long-range planning for the district and in the process of reviewing the plan and continuous improvement.
- conduct with parents/guardians and school staff an annual evaluation of the content and effectiveness of the parental involvement to determine whether there has been increased participation and whether there are barriers to greater participation by parents/guardians.
- use the evaluation findings in designing strategies for school improvement and in revising involvement policies and procedures at the district and building levels.
- Partnering with Parent-Teacher organizations
- Conducting parent/teacher conferences and curriculum nights
- Use of PowerSchool and other communication systems to monitor student progress
- Providing information via the district website and e-blast to keep parents/guardians informed regarding school events and opportunities to be involved.

- Being available to parents/guardians for contact regarding any questions or concerns they have regarding their child's education.

Highly Qualified Staff
Parents of each student attending a school receiving Title I funds may request information regarding the professional qualifications of the student's classroom teacher and/or teaching assistant. If you would like such information, a written request should be submitted to the building principal where the teacher is assigned. MRH schools that receive Title I funds are MRH Early Childhood Center and MRH Elementary School.

STUDENT SPORTS/ACTIVITIES/CLUBS

Students at Maplewood-Richmond Heights High School have the **PRIVILEGE (NOT 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, or 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. More information about Athletics and Activities can be found in our Athletic and Activity Handbook.

Dances
School dances are to be held in our school with the exception of the Junior-Senior Prom. Non MRH Students are to register before the dance. **Date registration must be done one week prior to the event to complete a background check. 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. Once a student enters they may not leave and return. All school policies are in effect at all school sponsored dances regardless of the location**

Student Government/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.

STUDENT SAFETY PROTOCOL AND PROCEDURES

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate
When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

Interview with the Children's Division
Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials
Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal will make reasonable efforts to notify the student's parents/guardians prior to the interview unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials
Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

School Resource Officers
The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Student Supervision
The district will not be responsible for supervising students outside of the stated daily schedule for each building. Students should not be dropped off or left at school during unsupervised times.

Student Safety
Students have no expectation of privacy in lockers, desks, computers or other district provided equipment or areas. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration may contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons,

stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Teaching about Human Sexuality
Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be age appropriate, medically and factually accurate and shall, pursuant to the requirements of state law:

- Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
- Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity.
- Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity.
- Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception in a manner consistent with the provisions of federal abstinence education law.
- Include a discussion of the possible emotional, psychological and legal consequences of preadolescent and adolescent sexual activity.
- Teach skills of conflict management, personal responsibility and positive self-esteem.
- Teach students about the characteristics of and ways to identify sexual predators.
- Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods.
- Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting.

The parent/guardian of each student has the right to remove the student from any part of the district's human sexuality instruction. Additional information can be found in Policy IGAEB.

SURVEYS

What is the purpose of the surveys that are given in school or online?
On occasion, the District and/or third parties will issue surveys to students in order to assess climate and culture or level of interest in programs or activities. A survey allows students to voice their concerns, needs and desires to help them perform better in class.The District will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey

results as allowed by law. All student educational records will be protected in accordance with law and Board policies JO and JHDA. Any parent may inspect, upon request, instructional material used as part of the educational curriculum and instructional materials that will be used in connection with surveys as part of any applicable program. A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments. In general, the District will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

FREQUENTLY ASKED QUESTIONS

How are students with disabilities included in required state testing?
All decisions about how a student with a disability will be tested are made by the student's IEP team and documented in the IEP. Students with disabilities take all MAP content-area assessments (or portions of each content-area assessment as determined by the IEP team) or the MAP Alternate Assessment. For students taking the MAP-A, district standardized assessments, such as Aspire will be given at the student's instructional level if stated in the IEP. In making decisions about accommodations, the IEP team has the responsibility and the authority to determine individual accommodations that students need to support and ensure their participation in the MAP. As per state guidelines, any accommodations made are deemed necessary for all testing situations, not just for the MAP.

How are students who are learning English included in testing?
ELL students who are receiving ELL services or who are being monitored, take the WIDA as a screening measure when they enter the district and the ACCESS assessment during the spring of each year to monitor progress toward English Language Proficiency. ELL students are tested with the MAP, regardless of the length of time that the students have been in the United States, except in the area of Communication Arts. Students who have been in the United States less than one year are not required to take the MAP Communication Arts assessment.

How are assessment results used and disseminated?
Assessment results are summarized annually in the MRH Assessment Report and presented to the Board of Education in November of each school year. Additionally, results are presented to the Teaching and Learning Council annually and subsequently shared with each Curriculum Action Team (CAT). Each CAT analyzes the data from their respective content area looking for strengths and weaknesses, identifying instructional priorities for the coming year. CATs also analyze the data from the perspective of the process standards to ensure that the way instruction is taking place is aligned with the process standards.

Each elementary classroom teacher assesses his/her students in reading at the beginning of the school year and at the end of the year. Students who are below grade level are also assessed in January. Teachers regularly assess students with running records during instruction. Elementary classroom teachers assess writing using a variety of rubrics including those that are teacher-developed. Teachers regularly assess students' reading with running records during instruction. Elementary teachers use a variety of rubrics that are teacher developed. Teachers have had training on the administration of the assessments used (Star 360, Dominie, F&P, and running records). Teachers in grades K-2 have also had training in miscue analysis.

Data is shared through the Language Arts Curriculum Action Team in each building.
Students in grades K-1 can be assessed monthly using Star 360 probes in reading and mathematics. These ongoing assessments provide diagnostic information to classroom teachers to inform classroom instruction and monitor students' progress. They also provide data that can be used to determine a student's response to specific interventions. Students in grades 1-6 are assessed three times a year using STAR 360 Reading or Early Literacy. These ongoing assessments provide formative information to

classroom teachers to inform classroom instruction and monitor students' progress. In grades 9-12 the Scholastic Reading Inventory is administered to all students to identify students needing varying levels of support or enrichment.

Reading and writing at the middle school and high school are monitored by the language arts staff and the reading specialist. Assessment at the middle school level focuses on ensuring that no student "falls through the cracks" and on providing individual support through focused interventions. All core teachers are provided the information and consult with the reading specialist to incorporate reading strategies that will optimize student success. During the middle school years, the BRI and Journey assessments, along with other selected tests, are administered to students as needed to obtain diagnostic information needed to customize reading support for individual students.

At the end of seventh or eighth grade prior to the year in which formal algebra begins, the Iowa Basic Skills Algebra Aptitude Test results are used along with teacher recommendations to identify students 'readiness level for Algebra and to determine who needs additional support or enrichment in Algebra in ninth grade. The items on this assessment are analyzed for specific content areas. The individual student analysis is provided to the ninth grade teachers while group analysis is used to identify areas in the curriculum that may need additional emphasis at the middle school level.

What test-taking strategies are taught to students?
MRH CAT teams include specific recommendations in each curriculum document regarding assessment methods that give students practice with constructed response, multiple choice, and performance events. Students are provided with ongoing opportunities to practice test-taking strategies within the classroom.

What is the test security policy for state-required assessments?
Test materials may not be photocopied, duplicated, or made accessible to personnel not responsible for testing. When not in use, test materials are stored in locked areas at the MRH Central Office or in locked areas at the school buildings. Teachers may not see the test booklets prior to testing. Prior to standardized testing, all staff administering tests attend a building faculty training and review the examiner's manual to ensure consistency of administration, compliance with guidelines, and adequate preparation of the testing environment. For students who attend out-of-district schools, the Student Services Director delivers the appropriate number and type of test materials to the student's school prior to the first day of testing and picks them up for delivery back to MRH for scoring with the other MRH tests.

How Does MRH address Senate Bill 635 (Dyslexia Screening)?
MRH complies with the provisions of SB 635 by providing universal screening to help early identification of students with characteristics consistent with dyslexia. All students in grades K-3 will receive annual screening. Students in grades 4-12 new to MRH or who are receiving reading services will also be screened. All testing will be consistent with the district assessment plan and the MRH dyslexia plan adopted by the Board on June 21, 2018. A copy of the plan may be obtained by visiting the school office.

Who maintains the students' records?
In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain information about students. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardians or the student, in accordance with law (Family Educational Rights and Privacy Act), and be treated as confidential information. A parent, including a parent without custody, will have the right to inspect and receive copies of his or her child's records as allowed by law. A parent also has the right to request that the school correct records which they believe to be inaccurate. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

More specific information about student records can be accessed under Board Policy JO and JO-R from the district website.

What information is listed in the Directory?
"Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as “Directory Information:” student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status (e.g., full-time or part-time); participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Directory Information is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law.

Parents may provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing, the school district may disclose any of those items designated as “Directory Information” without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.

Do military recruiters still visit the schools?
The district will provide military recruiters and institutions of higher education the names, addresses and telephone numbers of secondary school students unless the parents/guardians or 18 year old student submits a written request not to release the information without prior written consent.

What is the purpose of the surveys that are given in school or via online?
The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policies JO and JHDA.

Any parent may inspect, upon request, instructional material used as part of the educational curriculum and instructional materials that will be used in connection with surveys as part of any applicable program. A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments. In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

MRH HS STUDENT HANDBOOK ACKNOWLEDGEMENT FORM
2024-2025

I hereby acknowledge that I have read, understand, and agree to do my best to abide by the expectations written in this document.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date