

# Hart Career Center

## Student Handbook

2021-2022

*905 North Wade*

*(573) 581-5684*

*Mexico, Missouri 65265*



**Director: Mr. Chris Denham**

**Guidance Counselor: Mrs. Kristan Turlington**

[\*Full Staff Directory\*](#)

**Helping Create Careers for the following schools:**

Community R-VI

Fulton 58

Mexico 59

Missouri Military Academy

Montgomery County R-II

North Callaway R-I

Paris R-II

Van-Far R-I

Wellsville-Middletown R-1

The mission of the Mexico Public Schools is to foster in each student:

--a positive self-image,

--critical and creative thinking skills,

--responsible citizenship, a dedicated work ethic, and

--adaptability in a changing technological society

Each student will have at his or her command a specific grade level body of knowledge.

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## **General Information and Schedules**

Davis H. Hart is an area Career Center under the direction of the Missouri Department of Elementary and Secondary Education. We serve students from nine public schools, one private school and adult students in selected daytime programs.

### **Mission**

To prepare all students for the next step (Career, post-secondary training, tech school, community college or university) by delivering high quality technical instruction, integrating academic and employability skills in an environment where students achieve their maximum potential.

### **Bell Schedule**

1st Period - 8:08 - 8:56  
2nd Period - 9:06 - 9:49  
3rd Period - 9:59 - 10:42  
4th Period - 10:49 - 11:35  
11:35 - 12:13  
5th Period - 12:13 - 12:56  
6th Period - 1:06 - 1:49  
7th Period - 1:59 - 2:42  
Area School Dismissal - 2:25  
Seminar - 2:52 - 3:15

### **No School & Early Out Days**

Sept.6 - Labor Day Sept.24 – Homecoming - Early Out Sept. 27 – Professional Development Oct. 15 – Parent Teacher Conferences Nov. 1 - Professional Development Nov. 24-26 – Thanksgiving Break Dec. 20 – Jan. 4 - Holiday Break Jan. 17– Martin Luther King Day	Feb. 18 – Professional Development Feb. 21 – Presidents’ Day Mar. 4 - Parent Teacher Conferences Mar. 21 - 25 – Spring Break May 24 – Last Day
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[View the full Mexico School District Calendar here.](#)

## **Communication Practices**

### **PHOTOS OF STUDENTS**

The staff of Hart Career Center frequently utilizes photos of students to celebrate and recognize the accomplishment and work of our learning community. If you do not want your student's photo to be taken or used, let the office know via a written request.

### **EMERGENCY SITUATIONS**

In case of a tornado warning, students will be sheltered in the HCC basement and other safe areas. All school personnel will be attending to the safety of students. Parents are advised that school phones will likely be unmanned and it will be very difficult to pick up your son or daughter during an imminent tornadic event. After the warning has lifted, students can then easily be released to parents as they return to class with their teachers. **Parents are strongly encouraged to wait until after emergency situation have passed to come to school and pick up students.**

### **FEMA Materials**

Materials prepared by the Federal Emergency Management Agency that develop public awareness and understanding of earthquakes and explains safety measures to be taken will be made available upon request.

### **Trauma-Informed Schools Initiative**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Initiative." Which includes providing information and training to school districts regarding the trauma-informed approach, how schools can become trauma-informed schools. A website about the trauma-informed schools initiative has been developed that includes information for schools and parents.

Please visit the Missouri Department of Elementary and Secondary Education's website for more information about the Trauma-Informed School by visiting this website <https://dese.mo.gov/traumainformed> and learn more about the Missouri Model: A Developmental Framework for Trauma-Informed Schools.

### **Crisis Reunification**

In the event of a crisis, a reunification place will be announced. Parents will be required to come to the reunification place and see the attending staff member to check out their student.

Every attempt will be made to send students with parents or emergency contacts listed on the student's record. In some situations, this may not be possible. It will be our practice to release students to any adult with whom he/she is comfortable. Adults will be required to show identification, sign for students and indicate relationship to student (aunt, uncle, grandparent, family friend, etc.....).

## **Technology & COVID-19**

If in the event that we initiate virtual learning and a device is checked out to your student or family, you are expected to follow district procedures and information regarding school devices.

Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost of the device, charger, and protective bag. All fees and fines must be paid on a yearly basis on or prior to the registration date.

## **ACADEMICS AND STUDENTS SERVICES**

### **Grading**

Students are given a numerical and letter grade in each classroom setting and in each lab or shop area they are assigned. Grades will reflect performance and participation in the classroom, lab or shop. Written performance will be evaluated through quizzes, exams, projects, homework and various written assignments. Physical performance will be evaluated through actual hands-on exercises in shop or lab assignments to obtain the skills needed for each training program.

Numerical and letter grade equivalents are as follows:

A.....	100-95
A-.....	94-90
B+.....	89-87
B.....	86-83
B-.....	82-80
C+.....	79-77
C.....	76-73
C-.....	72-70
D+.....	69-68
D.....	67-64
D-.....	63-60
F.....	Below 60

Students will receive a daily participation grade for every day of attendance. All tests and exams will be scheduled and announced. (This does not apply to quizzes which may be given at any time either announced or unannounced.) All students are expected to take any and all scheduled exams on the day and time administered unless prior arrangements have been made with Instructor.

Students are likewise expected to turn in all written and do all lab or shop assignments on time. Late work (whether due to absence or not) will be handled on an individual basis by the instructor. The Instructor reserves the right to deduct points and/or reject any and all late assignments. It is the student's responsibility to contact the instructor regarding make-up work.

## School District Report Card

The School District Report cards may be found on the school district website ([www.mexicoschools.net](http://www.mexicoschools.net)) on the District Information Tab under School District Report Card. The individual schools report cards may be found on each buildings website under the For Parents & Students tab under School District Report Card.

Grade Reporting Calendar			
Semester 1		Semester 2	
Progress 1	9/17/2021	Progress 7	1/28/2022
Progress 2	10/08/2021	Progress 8	2/18/2022
Progress 3	10/29/2021	Progress 9	3/11/2022
Progress 4	11/19/2021	Progress 10	4/01/2022
Progress 5	12/10/2021	Progress 11	4/29/2022
Semester 1	12/17/2021	Semester 2	05/24/2022

### National Technical Honor Society

Selection to National Technical Honor Society is based on outstanding academic performance, attendance and other pertinent criteria.

### Competency Profile

A competency profile as well as a letter and numerical grade is kept on each student. A competency list is kept so that the student and prospective employer have an accurate record of course skills that are mastered.

### Satisfactory Progress

The student must maintain at least a C- or 70% grade average to be considered as making satisfactory progress. Below a 70% is deemed unsatisfactory and the student is subject to probation. Students returning to a 2 year program must meet program re-enrollment standards.

### Certificate of Completion

Certificates are issued to students successfully completing a vocational training program and attaining specific employability standards.



## **Certificate of Recognition**

Certificates are issued to seniors completing one year of a two-year program. \*NOTE: Certificates will only be awarded to students completing two units of credit in a concentrated area such as business, agricultural, health sciences, service and technical programs.

## **Portfolio Standards**

Portfolio standards are as follows: 95% attendance, “B” average in vocational program, mastery of at least 80% of the competencies for the program, and completion of the pre-employment skill training.

## **Davis H. Hart Outstanding Student Award**

Each year, each instructor may nominate an outstanding student from his/her program to compete for this award given in the name of a former Director, Davis H. Hart. The winner will be chosen after interviews completed by an outside panel.

## **Permanent Records**

Permanent records are maintained for each student including attendance, progress, course competencies and grades. These records are kept on file for a five year period, Current student progress records are on file in the guidance office at your local school.

## **Student Follow-Up**

Our interest and responsibility in the student does not end with program completion. For us to continually improve and update our programs, we need input from our graduates. For these reasons we make every effort to stay in touch with our former students to assist them in future training and placement needs.

## **Student Services**

### **Computer Usage**

Technology plays a vital role in education at Mexico High School. Therefore, technology should only be used as outlined in the Technology Usage Agreement (TUA). This policy is located near the end of this handbook under district policies. Any student found to be in violation of the TUA or otherwise using computers, cell-phones or other electronic devices inappropriately will be subject to disciplinary action. Students are also expected to use all personal electronic devices appropriately while at school. Students will be allowed the privilege of using their personal electronic devices at school as long as they do so appropriately. Any activity on social media or online, regardless of time of day or location, that becomes a disruption at school will be addressed by school personnel and can be subject to disciplinary action.

### **Lost and Found**

All lost and found items should be turned in and claimed at the office. At the end of the year, unclaimed items will be given to a charitable organization.

### **Career and Technical Student Organizations**

Youth organizations are available to all students. Students are encouraged to join the organization associated with the program they enroll in.

**DECA:** Distributive Education Clubs of America serving marketing education students

**FFA:** Future Farmers of America serving agriculture education students

**SKILLS USA:** Vocational Industrial Clubs of America serving trade and industrial, technical and health occupation students

These organizations are an integral part of the curriculum and provide activities that are designed to produce well-rounded individuals the following goals in mind:

- Personal growth and self-confidence
- Leadership and cooperation
- Respect for work and career development
- Community understanding and love of country

These goals are achieved through professional, financial, civic, service and social activities. We encourage students to participate in these organizations because we feel they enhance the educational experience of students. **A student who is involved in misconduct or has an unacceptable academic record may be denied the privilege of representing our school in competitive organizational events.**

## **Guidance Services**

There is a guidance counselor available for all students at the Career Center to assist in class scheduling, career counseling, personal counseling and referrals.

## **Academic Counseling Program**

Hart Career Center is committed to assisting students in attaining academic success. As part of this commitment we have the “Academic Counseling Program”. Students’ grades will be reviewed at the end of each semester and those who have earned below B grades in their HCC program will be scheduled for a meeting with the Guidance Counselor, their HCC Instructor and the Student. In this meeting the Instructor will present to the Student and Counselor what they feel the root cause of the low grade was (absenteeism, low test scores, not turning in paperwork, inability to master class competencies etc.). A discussion will be held as to what the Student and Instructor will need to do to improve this grade. If outside resources are needed to assist the Student (VRE, Guidance Counselor, Sending School Staff, etc.) the Counselor will notify those resources and include them. The “Academic Intervention Plan” form will be completed and the Student, HCC Instructor and the Guidance Counselor will sign that they all agree and understand what needs to be done to assist the students to attain academic success. A copy of this form will be mailed to the Student’s home, the Sending School Principal, the Instructor and one will be kept in the Student file for follow-up by the Guidance Counselor. This program should assist us in providing academic support, engage and include students in their grading process. Ultimately it should assist the Instructors, Guidance Counselors, Sending School Personnel, students and their families in deciding if the student is in a career path in which they can and will succeed.

## **Job Placement**

One of our primary goals at HCC is to assist students completing our vocational programs to find employment. This is accomplished by a team effort which includes the student, instructor, counselor, VRE, parents and other staff members, through the cooperative effort of team members; we feel each student who has successfully completed a vocational program will be able to find suitable employment. However, a student’s willingness to go where the employment opportunities are located is a factor in employment. To further assist in the effort to help students toward employment, each vocational program includes pre-employment activities such as composing letters of application, completing application forms, writing resumes, conducting a job search, and interviewing.

## **Vocational Resource Educator**

A Vocational Resource Educator is available to assist students in making a smooth transition into vocational classes by coordinating and monitoring student progress. Students should contact the VRE when experiencing difficulty. The VRE serves as a student advocate between the school, home and community environment and facilitates the use of appropriate and available resources to assist student progress. The VRE maintains and supervises a study lab where students may receive assistance.

## **Vocational Evaluation**

Students may make an appointment with the VRE for a comprehensive Vocational Evaluation to help determine career interest and facilitate in making decisions for suitable training programs.

## **Cooperative Occupational Education (C.O.E.)**

Students in the vocational business program or marketing program are eligible to receive up to two hours credit by participating in C.O.E. Students and parents will be required to sign and follow C.O.E. training agreement. This agreement can be obtained from the instructor.

## **Virtual Education (MOCAP)**

Mexico School District 59 will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's school counselor and inquire about the Missouri Course Access Program (MOCAP).

MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent.

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses. Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. For more information, visit the: [Missouri Course Access Program](#).

## **STUDENT PROCEDURES, EXPECTATIONS AND CONDUCT**

### **Attendance**

Regular attendance is an essential part of developing a good work ethic, both as a student and future employee. Due to the hands-on nature of courses at Hart Career Center, it is more difficult to make up lessons missed due to absence. Every effort will be made to assist students in the event of occasional, unavoidable absences. Multiple absences, however, will have a negative impact on a student's progress in the class and, ultimately, his/her grade. Attendance at HCC is also included in the student's overall attendance calculation. **For Mexico High School students, there are minimum attendance criteria for certain extra-curricular activities (ex:Prom).**

### **Tardiness**

Students are expected to be at school and in class on time. A student is tardy if this student arrives after the expected time. As attendance is calculated in minutes, tardiness will affect the overall calculation as well. Students exhibiting a pattern of tardiness may be subject to discipline consequences including, but not limited to: before/after school detention, SSC, and loss of privileges.

### **Bus Transportation**

Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to others. Mexico School District may choose to provide transportation for students less than one mile from his/her attendance center at an allowable cost, which is reviewed annually by the Board of Education.

### **Student Driving/Parking**

**Students will park in designated lots and will NOT drive during the school day without a permit. Students driving during the school day without permission, leaving campus, and/or parking out of their designated area may be subject to disciplinary consequences including SSC or loss of privileges.**

Driving permits should be requested two (2) days prior to the date of driving. Parking permits are issued by the Director's Office.

#### **Designated areas:**

- 1. Mexico students park in the student parking lot at the High School.**
2. Adult students with driving permits park in the AG parking lot or NW lot.
3. Cosmetology students park north of the Career Center in designated spots.
4. Faculty and staff park in the South Parking lot.
5. The parking lot south of the school has reserved spaces for visitors and patrons; East of the Wade Street entrance is visitor space.

Note: Students are requested not to park on city streets adjacent to school grounds for safety reasons and to maintain our good neighbor policy.

### **Care of Equipment**

Proper care and use of equipment is of utmost importance. We stress keeping up-to-date equipment operational at all times in our training programs. This can only be done with the proper use and care of equipment by each individual student.

### **Safety**

We CANNOT over-stress safety. Safety is very important aspect of the world of work. A safe and healthy workforce is a valuable asset to business and industry. Safety is as much an ATTITUDE as it is knowledge. Each student is responsible to learn all safety procedures and to put those procedures into practice. Students may also be required to wear additional safety clothing or equipment as required by individual programs.

### **School Cancellations**

When it becomes necessary to dismiss school because of inclement weather, please listen to KXEO - Mexico – 1340 AM and/or KWWR - Mexico – 95.7 FM. The school will also post cancellations/early dismissals on our website, as well as generate our calling system to make phone calls. Please do not call the school or the radio stations.

### **Nutrition Standards for Foods & Beverages Provided to Students during the School Day**

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. The district will provide parents/guardians and district employees a list of foods and beverages that meet the Smart Snacks nutrition standards and a list of healthy party ideas, including non-food celebration ideas. Foods and beverages should not be used as a reward or withheld as punishment. (More in [Board Policy ADF](#), [Procedure ADF-AP1](#))

## **Cleaning Shop/Classroom Areas**

It is part of each student's responsibility to help keep his/her own personal work area as well as to help with total classroom and shop cleaning. It is part of the training and educational process to teach every student the proper cleaning and care of shop facilities and equipment. Students will be required to keep a safe and clutter-free work area.

## **Breaks**

Breaks are a privilege and will be by permission of the instructor in accordance with building policy established by the director.

**DISCIPLINE POLICY AND GUIDELINES (See Board Regulations JG-R1)** *NOTE: Hart Career Center has students from ten different high schools. Discipline procedures are a cooperative effort between the sending schools' administration and the Career Center Director.*

## **SCHOOL BUSINESS, GOOD ORDER AND DISCIPLINE**

### **Show Respect, Earn Respect**

When everyone respects the rule and one another, everyone wins. The following rules, guidelines and procedures are required to maintain the safety and welfare of Hart Career Center students, faculty and staff.

### **General Rules for a Safe and Orderly Environment**

In general, school is a place for the business of educating students. We expect all students to abide by these basic school rules and guidelines at school:

- Offensive language and yelling are not allowed.
- Apparel that is offensive, revealing, or conceals an individual's identity is prohibited.
- Running, horseplay, or behavior that could endanger others is prohibited.
- Blocking or impeding traffic within the school is not permitted.

### **The Adult Rule**

Students are expected to obey any legal and reasonable request of adults employed by the school district. When an administrator, teacher, secretary, nurse, cook, custodian or any other school employee asks a student to do something or to stop doing something, all students are expected to obey with respect. Respect for authority includes following instructions to the best of the student's ability and as quickly as possible. When an adult is speaking to a student, students should stop what they are doing and listen carefully until the adult is finished.

### **Video Surveillance Warning**

Hart Career Center employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. The Mexico Public School District prohibits the use of video or

audio recording equipment on district property or at district activities by students except those as listed in Policy KKB.

## **Visitors**

All visitors must report to the office, receive approval, sign in, and obtain a visitor's badge to wear throughout the stay. Students will not be allowed to bring friends or relatives other than parents or guardians to visit during the school day without permission of a school administrator.

## **CONSEQUENCES AND GENERAL EXPECTATIONS**

### **Due Process**

Students have the right to due process concerning disciplinary actions (1) to be given oral or written notice of charges against them, (2) to be given oral or written explanation of the facts which form the basis of the proposed disciplinary action, (3) to be given the opportunity to present their version of the incident, (4) to appeal staff members' actions to the building administration. A maximum of ten (10) days out-of-school suspension (per incident) can be assigned by the building administrators. The superintendent may add more days.

### **Behavior**

No student has the right to disrupt school. Speech or any action which disrupts the school program cannot be permitted. Students who cause interference with work in the classroom or who cause disorder in the school will be subject to disciplinary action.

### **Respect**

Students are expected to show respect towards their peers, school employees and guests. Any physical, spoken or written act of abuse, harassment, intimidation or remarks of a personally derogatory nature toward any other person is unacceptable. Lack of respect based on, but not limited to, race, color, creed, national origin, sexual orientation (including gender identity) or physical or mental disability will result in disciplinary consequences.

### **Before and After School Detention (MHS Students)**

Detention time will be made up before or after school and at lunch. Students in detention must bring educational materials to study.

## **TELEPHONES AND ELECTRONIC DEVICES POLICY and TELEPHONES**

### **Office Phones**

The office phones are for official school business. Students will be allowed to use them only in emergencies. Students will not be taken out of class to answer telephone calls. Emergency messages will be delivered. Also, a phone is located at the main office for local calls with a time limit.

### **Parents and Guardians are advised**

There is no need for a student to have a cell phone at school. Students that need to use a phone to contact their parents may do so at the main office desk and parents may contact students by calling



the main office. The office secretaries can contact students via intercom and delivering a written message.

Cell phones and electronic devices such as IPODS are often lost and can be stolen at school.

**\*\*The HCC Director advises all parents to have their son or daughter leave these items at home.**

Lost or stolen electronic devices will be handled as follows:

1. Student will fill out a written report on the lost or stolen item.
2. The report will be given to the office secretary or the school resource officer (locally commissioned Mexico Public Safety police officer)
3. The report will be handled by the school resource officer and all questions or concerns about the lost or stolen item will be investigated by the police.
4. If a suspect is identified by police for theft, a school administrator will handle the issue within the guidelines of school policy regarding thefts at school.

**\*\*Concerns about the handling of the case by the school resource officer may be directed to the Director.**

### **Electronic Devices**

Students are urged not to bring cellular phones, beepers, pagers, CD players, IPods, etc. to school due to theft and possible disciplinary action for violating the policy on electronic devices during the school day. The school is not responsible for stolen electronic items. These items can be frequently stolen, difficult to retrieve, and there is limited administrative time available to investigate the theft of such items.

### **Recording by Students**

The Mexico School District prohibits the use of video or audio recording equipment (including cell phones or any device capable of recording) on district property or at district activities by students except:

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

### **Bullying and Harassment via Electronic Devices, Protocols and Procedures**

No student device can be searched without reasonable suspicion a school violation has occurred. Reports of bullying, threats, illegal behavior, and harassment are taken very seriously by school administration. If a phone is allegedly used to facilitate this kind of behavior and there is evidence (witnesses or other electronic evidence)a search may be warranted by school administration.

The following guidelines only concern the privilege of using an electronic device at school. There may be additional suspensions related to the inappropriate use of electronic devices which could be

suspension in school or out of school. For unauthorized electronic device use for the purpose of bullying, harassing, or threatening others or to substantially disrupt the school day:

- 1<sup>st</sup> Violation: Device confiscated – parent contacted – the student is prohibited from having a personal electronic device at school from 30 days to the remainder of their enrollment at the Career Center. If the student brings a device during this period, they will be suspended for deliberate disobedience.
- 2<sup>nd</sup> Violation: Device confiscated – parent contacted – the student is prohibited from having a device for the remainder of their enrollment at the Career Center. If the student brings a device during this period, they will be suspended for deliberate disobedience.

\*Note: If a student refused to turn in an electronic device upon reasonable suspicion an offense has occurred related to bullying, harassing or threatening behavior, the student will be prohibited from having a device at school the remainder of the school year or the remainder of their enrollment at the Career Center.

### **Unauthorized Use of Electronic Devices**

For unauthorized electronic device use during the school day – simple sure during class time:

Teacher Intervention:

- 1<sup>st</sup> Violation: Teacher confiscates for the rest of class period.

Administrative Intervention (repeated issue in class):

- 1<sup>st</sup> Violation: Device confiscated – student may pick up at the end of the day.
- 2<sup>nd</sup> Violation: Device confiscated and returned upon parental contact at the end of the day.
- 3<sup>rd</sup> Offense: Device confiscated – parent contacted – the student is prohibited from having a device for 30 school days.
- 4<sup>th</sup> Offense: Device is confiscated and will only be returned to a parent. Failure to turn over an electronic device to school personnel will result in automatic 4<sup>th</sup> violation consequences and out of school suspension.

### **Valuables**

Mexico Public Schools assume no responsibility for goods or valuables belonging to pupils, personnel or visitors, whether or not the items are places designated for safekeeping or elsewhere in the building or on the grounds. Large sums of money and valuables should be left at home.

### **In-School Suspension – S.S.C. Student Success Center (MHS Students)**

S.S.C. will be for school days. The student will not be allowed to attend school-sponsored activities on days assigned to S.S.C. If administration feels S.S.C. would not be beneficial to the student or that the student would endanger the well-being of others while attending S.S.C., the student may be denied the alternative of S.S.C. and placed in out-of-school suspension. If a student has been repeatedly unsuccessful in S.S.C. he/she may receive other disciplinary actions. While in S.S.C. the student will receive credit for work completed during his/her in-school suspension. Part-time students assigned to S.S.C. will attend only the hours they would normally be in school.

## **Out-of-School Suspension**

Out-of-school suspension will be for school days. If a student is suspended at the end of the school year, and there is not a sufficient number of school days remaining in the school year for the student to complete his/her suspension time, the student's suspension may continue into the next school year until all suspension time is completed.

If a student is a senior and is suspended at the end of the school year without a sufficient number of days remaining to complete his/her suspension, he/she will not be allowed to attend any school activities, which may include graduation activities.

If a student is suspended, he/she shall not attend any school-sponsored functions or be permitted on school property. For acts of violence, drug-related activity or specific offenses, a student may not be within 1,000 feet of any district school. Any class works quizzes, homework, participation in points or daily points are all zero while suspended. The above work cannot be made up. A suspended student may make up tests, major papers and major projects. The student must make arrangements with each teacher the first day he/she returns to school after his/her out-of-school suspension. Building level administrators may assign a maximum of ten days of out-of-school suspension per incident. The superintendent may assign additional days if warranted.

## **Discipline Infractions and P.B.I.S. Focus**

It is our aim to promote, teach and affirm positive behavior conducive to the workplace at Hart Career Center.

However, students must also face fair consequences for inappropriate actions and be reminded of the boundaries of the behavior in the workplace. Especially in instances their behavior detracts from the learning of other students.

No disciplinary code can contain all possible offenses and the following list is not exhaustive, a school administrator can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. In addition, consequences may be increased or decreased depending on the circumstances of each case by the administrator reviewing and making the consequence determination of a student case. Finally, the school administration works cooperatively with local police and will notify the police when a crime occurs on school property.

## **Fighting/Assaults**

Students who engage in fighting (punch thrown by both sides) or a student who assaults another student will be subject to disciplinary action. If both students fight, both receive the same consequences, unless there are mitigating circumstances. If one assaults another, he/she will receive the consequence. A student who fights or assaults in or adjacent to the school will receive the following consequences:

First fight or assault and all other occurrences will result in five (5) days in-school suspension up to 180 days out-of-school suspension. It is the policy of Hart Career Center that Public Safety will be notified of all student fights or assaults at school or school activities. The Career Center administration will file a report with the public safety against those students who participate in the fight or commit an assault. In addition, those students will also receive disciplinary consequences per the disciplinary guidelines of the school district.

## **Assault**

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

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

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

- First Offense: 10-180 days out-of-school suspension or expulsion
- Subsequent Offense: Expulsion. The crime of assault while on school property is defined and classified as a Class D felony.

## **Fighting**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

It is the policy of Hart Career Center that Public Safety will be notified of all student fights and student assaults at school or school activities. The Career Center director will file a report with public safety against those students who participate in a fight or commit an assault. In addition, those students will also receive disciplinary consequences per the disciplinary guidelines of the school district.

## **Firearms**

Possession or use of a firearm is prohibited on school property. Any student in violation of this policy will receive a one (1) calendar year out-of-school suspension or expulsion and law enforcement officials will be notified.

## **Fireworks, Weapons and Dangerous Instruments**

Any person on school properties is not to carry, conceal, discharge, directly or indirectly sell, deliver or lend any kind of fireworks, explosives, Bowie knife, spring-back knife, razor, metal knuckles, Billy club, sword cane, dirk, slingshot, dagger or any other object that can be considered a weapon.

Violations of this provision may be referred to the appropriate legal authorities and all such weapons shall be confiscated. A student having a specific educational purpose for bringing a weapon on school property must have prior permission from the administration. Disciplinary actions or consequences may be lessened at the discretion of the administration. Pocket knives should not be brought to

school. These items, if determined to be a violation of the FIREWORKS, WEAPONS INSTRUMENTS policy and/or the Safe Schools Act, will be confiscated and the student will be subject to disciplinary consequences.

### **Incendiary Devices or Fireworks**

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

- First Offense: Confiscation. Warning, director/student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation. Director/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

### **Weapons (See Board policy JFCJ)**

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 (e.g. pocket knife).

- First Offense: Director/student conference, in-school suspension, 1-180 days out-of-school suspension or expulsion.
- Subsequent Offense: In-School suspension, 1-180 days out-of-school suspension or expulsion.

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

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

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

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

### **Gang-Related Activities**

Gangs or gang-related activities will not be permitted. Any displaying or wearing of bandanas, gang colors, gang insignias, gang dress or gang paraphernalia will result in disciplinary action ranging from after school student detention to ten (10) days out-of-school suspension.

### **Inappropriate Language**

Profanity, obscenity or inappropriate language will not be tolerated in the public school environment. If directed towards a teacher or administrator, such language will warrant in or out of school suspension.

### **Laser Pointers**

Laser pointers are prohibited at school and at school sponsored activities. Disciplinary consequences for breaking this policy may result in before or after-school study detention to ten (10) days out-of-school suspension.

## **Misuse of School or Private Property**

No student shall steal or intentionally damage any school or private property, including cell phones, either on school premises or on school buses. Consequences will be based upon the value of the article. In cases of theft, law enforcement agencies may be notified. 1<sup>st</sup> violation: 3 days B.I.P. – 10 days, OSS, restitution parent notification, and possible law enforcement notified, Superintendent notified. 2<sup>nd</sup> violation: 1 -180 days OSS, restitution, part notified, law enforcement notified, Superintendent notified.

## **Public Display of Affection**

Students are required to use good judgment and avoid the embarrassment of having school officials notify their parents for any impropriety. Students involved in inappropriate displays of affection on school property may be subject to disciplinary action.

## **Smoking and/or Chewing Tobacco**

Students shall not smoke or use tobacco on school grounds, buses or at any school-sponsored activities. The consequence for smoking and/or chewing tobacco will be as follows:

- 1<sup>st</sup> Violation: Three (3) days B.I.P.
- 2<sup>nd</sup> Violation: Five (5) days B.I.P.

The consequence for possession of tobacco products will be as follows:

- 1<sup>st</sup> violation: Two (2) days Before or After school detention
- 2<sup>nd</sup> violation: Two (2) days B.I.P. plus the student will be reported to law enforcement agencies.

## **Truancy**

A student is truant if the student is absent for school without the knowledge and consent of the parents and Administrator. A student is also considered truant if the student leaves school without consent of the building Principal or accumulates excessive unjustifiable absences, even with parent consent. Truancy is a type of unexcused absence. A student is considered truant after 15 minutes of late arrival. The consequences for truancy will range from: detention, to participation in B.I.P., to possible out-of-school suspension and juvenile office referral.

## **Drugs and Alcohol** (See Board policy JFCH, JFCH-R and JHCD)

The possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation (Including Imitations) is strictly prohibited.

- First Offense: In-School or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-800 days out-of-school suspension or expulsion.

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

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

- Subsequent Offense: 1-800 days out-of-school suspension or expulsion.

In order to reduce a suspension or return from an expulsion for a drug/alcohol offense, the student must agree to be evaluated by a trained chemical dependency counselor who will provide the school district with a professional opinion concerning use/misuse/addiction. The parent or guardian will be responsible for all expenses incurred for evaluation and treatment. The contracted agency or office will notify the school director that the client has made contact and is willing to comply with the appropriate treatment process.

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

- First Offense: Expulsion

## **See Appendix A for the Dispensing of Prescription Medication at School**

### **Disrespectful Conduct/Harassment/Hazing/Bullying**

Any form of behavior that interferes with another person's sense of safety, dignity, comfort or productivity in the school environment is strictly prohibited. Prohibited conduct may include, but is not limited to the following when it relates to a person's gender, race, color, ethnicity/national origin, religion, age, handicap/disability, sexual orientation, physical appearance, and physical/mental capacity, and when such conduct is unwelcome by the recipient or others:

name calling (verbal/written), teasing, mimicking, slurs, or other derogatory remarks; displaying offensive graffiti, symbols, posters, pictures, cartoons/caricatures, notes, book covers or designs on clothing, phone calls, and/or emails; touching of a person or person's clothing; words, pranks or action which provoke feelings of embarrassment, hurt or intimidation; stalking discrimination participation in activities or drills that intimidates or threatens the safety of an individual or individuals. These behaviors are considered harassment when they:

- Have the purpose or effect of creating an intimidating, hostile, or offensive school environment.
- Have the purpose or effect of substantially or unreasonably interfering with an individual's school athletic performance;
- Otherwise adversely affect an individual's educational opportunities.

If someone feels they have been a victim of such harassment, hazing or bullying it need to be reported immediately to the coach and/or Instructor and/or director.

### **Student Dress Code**

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in the promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.

2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and /or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.



## **Bullying (Policy JFCF)**

### **General**

In order to promote a safe learning environment for all students, the Mexico School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions:**

#### ***Bullying***

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats or reprisal or retaliation for reporting such acts.

#### ***Cyberbullying***

A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, a wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. The district compliance officer appointed in policy AC will serve as the district-wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

## **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building attended by the majority of the participants in the incident.

## **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal laws.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

## **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

## **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of the policy shall be included in student handbooks and posted on the district's website.

## **Training and Education**

The district's anti bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; Seminar presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

- The procedure of reporting bullying.
- The harmful effects of bullying.

- Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
- The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professional, school psychologists other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

- Cultivating the student's self-worth and self-esteem.
- Teaching the student to defend him- or herself assertively and effectively without violence.
- Helping the student develop social skills.
- Encouraging the student to develop an internal locus of control

### **Additional School Program and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

School administrators and teachers shall use announcements, newsletters, student advisory meetings, character education lessons, guidance curriculum lessons, assemblies, or other appropriate means to inform all students of the prohibition against bullying and the procedure for reporting complaints.

## Bullying Incident Report Form

If you have been the target of bullying or have witnessed the bullying of another student, complete this form and submit to a teacher, counselor, or building principal. You have the right to complete this form anonymously. However, it will be easier for the school to investigate this matter if as much information as possible is provided.

Reporter's Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Date(s) of alleged bullying: \_\_\_\_\_

Who is the victim or intended target of bullying?

\_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment:

\_\_\_\_\_

Describe the incident(s) of bullying as accurately as possible:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of witnesses:

\_\_\_\_\_

Have you reported this to anyone else:  Yes  No. If yes, who?

\_\_\_\_\_

*This section is for school staff*

Date received: \_\_\_\_\_

Investigative Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Result of Investigation: Was the bullying incident substantiated?  Yes  No

Resulting Action: \_\_\_\_\_

## **Rules and Procedures for Entering and Leaving Campus**

### **Closed Campus**

Once students arrive on campus, they should remain on campus, in their assigned area, for the rest of the day.

Students are not allowed in the student parking lots during the school day, unless having obtained permission from the office.

### **On Campus Parking Regulations and Procedures**

Students are permitted to park on Mexico Public Schools' premises as a matter of privilege, not of right. The school retains the authority to conduct parking lot patrols and is permitted to conduct reasonable suspicion searches of vehicles in its parking lots, in accordance with law. Parking on designated HCC parking lots is available to any student with a valid driver's license. Students who have properly registered their vehicle and have a parking permit hang tag, may park in the student parking lot. **Only post-secondary and sending school students with permission should be parking at HCC.**

Students may not loiter in the parking lot or in their vehicles. Once a student arrives on campus they must enter the building. Under no circumstances may a parking tag be sold or transferred to another student. Any student involved in this type of transaction will receive consequences, including but not limited to, loss of parking privilege.

There is no reserved parking for students. Registration fees are used for safety and security purposes. Failure to register and display a hang tag on vehicles may result in the vehicle being restricted from school grounds and city municipal parking ticket and/or towing at the owner's expense.

Parking in unauthorized areas inappropriately without a hangtag may result in possible traffic ticket, towing of vehicle at owner's expense and/or loss of parking privilege.

Operating a vehicle in a reckless and careless manner may result in the loss of parking privileges. Excessive tardiness, absences from class and disciplinary problems may also result in loss of parking privileges. Vehicle accidents in HCC parking lots are to be reported to the office.

### **Dismissal Rules**

It is the goal of the Mexico School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave. ([More regarding dismissals in district policy JEDB here.](#))

# **Cosmetology Program**

## **Who May Enroll**

Any person who is or will become 17 years of age and has or will have a high school diploma or a GED before completing the cosmetology course.

## **How to Apply for Admission**

1. Submit a completed application form. (Application packet is available by writing or calling the Career Center). (573) 581-5684
2. Submit official high school transcript or GED certificate and test scores.
3. Send two completed reference forms to the counselor's office.
4. Send \$15.00 for background check fee.
5. Be Interviewed
6. Take aptitude test.
7. Results of background check (post-secondary students only)

## **Readmission**

1. Approval for readmission will be considered only for students following voluntary withdrawal. Any termination initiated by school administration will disallow readmission.
2. A request/agreement form for readmission must be completed by the student and submitted to the director.
3. Readmission must occur within one calendar year following withdrawal.

## **Background Checks in Admission Procedure, Post-Secondary Students**

Mexico School District, through Davis Hart Career Center, administers Career and Technical Education programs that are designed primarily for Juniors and Seniors in high school from our approved sending school consortium (Centralia, Fulton, North Callaway, Montgomery County, Mexico, Community R-VI, Wellsville-Middletown, Paris and Van Far). Any adult (post-secondary student) requesting enrollment in programs that are designed primarily for juniors and seniors in high school must have a clean background check. No exceptions will be made to this policy.

The results of the required background check will be evaluated through the following criteria:

1. Any adult student found to have a felony conviction within the previous five years of enrollment will not be admitted.
2. Any adult student found to have a felony conviction more than five years prior to enrollment will be required to interview with an admissions committee to determine if they will be admitted to the program. Determination of admittance will be decided with the safety and learning climate of campus as priority. The admissions committee will be comprised of administration personnel, guidance personnel and law enforcement.

3. Any adult student found to have a misdemeanor conviction within the previous three years of enrollment will be required to interview with admissions committee to determine if they will be admitted to the program. Determination of admittance will be decided with the safety and learning climate of the campus as priority. The admissions committee will be comprised of administration personnel, guidance personnel and law enforcement.
4. For the purpose of this document, “adult” will be defined as any person requesting admittance into a Career and Technical Education program which is designed primarily for juniors and seniors in high school and includes the Cosmetology program, but does not include students enrolled in Mexico High School or approved sending school.

## **Cell Phones**

Cell phones are not allowed during theory time. Phones will be placed in a basket in the morning before class begins and you may have them back at first break. Students may keep phones unless they are caught with them on the clinic floor. **ABSOLUTELY NO PHONES ALLOWED ON THE CLINIC FLOOR!**

## **Rules and Regulations**

1. Students are expected to be courteous to teachers, other students, and client's at all times.
2. Students must wear uniforms at all times unless otherwise instructed. Students that do not abide by the dress e may be asked to clock out and go home.
3. All students are required to keep their hair, skin and nails neat and professional in appearance.
4. Keep treatment rooms, clinic floor area, and classroom clean.
5. All supplies in student kits must be marked. Lids must be closed at all times.
6. Under no condition are kits or anything from the kit to be taken from the school until student graduation.
7. Students that do not complete the program are not allowed to take their kits with them when they terminated.
8. No students are allowed in the dispensary except the one on duty.
9. No students are allowed behind the reception desk except the one on duty.
10. No students are allowed to work on clients while on duty in the dispensary or reception desk unless requested to do so by the instructor.
11. All work must be checked by the instructor until January 1 then you will be checked randomly.
12. Secondary students are not allowed to leave the school during class times.
13. Students must get permission to leave the classroom or clinic at all times.
14. All students are encouraged to take all hours possible, as most states require at least 1500 hours.
15. Students are graded on a daily basis on total appearance.
16. Each student is responsible to punch his or her own time card. Failure to do this could result in the loss of hours. A time clock is the only official time.
17. Absolutely no personal use of the clinic phones. NO EXCEPTIONS.
18. Students must complete all assignments before receiving any services for themselves.



19. Any student who must leave for an emergency during regular hours will lose the time absent.
20. No eating during class or on clinic floor. **NO FOOD OR DRINK ALLOWED ON THE CLINIC FLOOR.**
21. **Classroom and clinic will be closed during designated lunch period. Post-secondary students may leave campus for lunch and return for the afternoon session. Full-time secondary students are responsible for bringing their lunch and will eat in the designated break room.**
22. You could possibly receive a 15-minute break in the morning and a 15-minute break in the afternoon.

## **Clinical Assignment**

Patron appointments are distributed between students under the supervision of the instructor. Each day one student is assigned the care of the reception desk, which includes greeting patrons, handling the money and receiving phone calls. This is done on a rotating basis. Each day one student is assigned the care of the dispensary, which includes inventory of supplies, re-supplying consumable items such as shampoo and conditioners, mixing chemicals used, etc. This is done on a rotating basis.

## **Refunds**

In case of student termination, the following refund policy shall apply:

1. Within the first week of each instructional period the school may retain 10% of the tuition.
2. Within the second or third week of each instructional period the school may retain 20% of the tuition.
3. After the beginning of the fourth week in each instructional period, but prior to 25% of each instructional period, the school may retain 25% of the tuition.
4. After completing 25%, but prior to completing 50% of the instructional period, the school may retain 50% of the tuition.
5. After completing 50% of the instructional period the school may retain 100% of the tuition.

NOTE: Pro-rata fund calculation will be calculated on all students not completing 60% of cure work and refund will be made accordingly.

## **Financial Aid**

The Davis H Hart Career Center no longer offers financial aid, but we are an A+ school.

## **Notice to Applicant**

Chapter 329.070 RSMo. Provides that students of Cosmetology shall be at least seventeen (17) years of age and shall have completed their tenth grade or equivalent thereof, (HiSet Certification). Registration of student license fee is \$5.00.

Students making application must also have in their files the following items before enrollment is complete:

1. Copy of birth certificate
2. Copy of social security card or driver's license
3. Copy of high school transcript or High School Equivalence Test
4. Two recent photographs (passport type-head and shoulders)
5. Transfer request from prior Cosmetology school (if applicable)
6. Application and \$15.00 background check fee
7. Reference forms

### **Uniform Requirements**

Mexico School of Cosmetology requires students attending school to wear clean, washable uniforms. The following is the uniform code of Mexico School of Cosmetology. Students must provide their own proper and clean uniform daily.

**ALL STUDENTS:** Black surgical scrubs

Black closed-toe shoes

## **APPENDIX A: Prescription Medication at School**

### **Dispensing of Medicine**

All internal medication to be taken at school is to be dispensed by the school nurse. To avoid any error in receiving the proper prescribed medication, the student should bring the medicine to the nurse in the original container marked with the: (1) student's name (2) date prescribed (3) dosage (4) time of day medicine is to be given. According to state law, for the school to dispense over-the-counter, no-prescription medication requires a written doctor's order and written parent's permission. Prescription medication requires written parent's permission. The school has the right to refuse to dispense any medication.

### **Administration of Medications to Students** **District Board Policy JHCD)**

**(Mexico School**

#### **Definition:**

#### ***Medications***

For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing. Authorized Prescriber – Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

#### **General**

The Mexico School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, 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 this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications, including over-the-counter medications, is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. For all medications administered, the school nurse or designee must maintain a record documenting in ink the student's name, date, time, name of medication, reason for administration, dosage

administered, effect of medication and signature of the individual who administered the medication. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### **Over the Counter Medication**

School nurses must use reasonable and prudent judgment in administering over-the-counter medication to students while also working in collaboration with parents/guardians and school administration.

Written permission must be obtained from a parent/guardian to administer over-the-counter medications. This permission must be renewed at least annually. Over-the-counter medications must be provided in the original packaging. Administration of over-the-counter drugs does not require a prescription as long as one administers the over-the-counter drugs according to the specific directions outlined on the manufacturer's label.

### **Prescription Medication**

The district will administer prescription drugs upon the written request of the parent provided the medication is brought to school in a prescription bottle that contains the student's name, name of the drug, dosage, frequency of administration, how the medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short-term medication.

### **Self-Administered Medication**

An authorized prescriber or a student's IEP or Section 504 may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but not limited to, asthma and anaphylaxis, in accordance with this policy and law. The district will permit the self-administration of other medications as required by the student's section 504 plan or IEP. The district will not allow any student to self-administer medication unless:

- The medication was prescribed or ordered by the student's physician.
- The physician provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has

been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.

- The Student has demonstrated proper self-administration technique to the school nurse.
- The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### **Possession of Self-Administered Medication**

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of a chronic health condition including, but not limited to, asthma or anaphylaxis, on district property, at district sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for purposes of self-administration as required by the student's Section 504 plan or IEP. The district may otherwise permit the possession of medication for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

### **Emergency Medication**

All student-occupied buildings in the districted are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse or other school employee trained and supervised by the nurse when the nurse or trained or trained employee believes, based on his or her training, that a student is having a life-threatening anaphylactic reaction. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practice.

Epinephrine will only administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

## **Medical Marijuana and Cannabidiol (CBD) Oil**

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

## **Appendix B: Policies & Legal Notices for Students & Parents**

The district has determined that it is important for parents and students to be reminded of the policies. Regulations, procedures, and forms that are likely to impact students to a greater degree than others. Those policies, procedures and forms are listed below. Many of these must be provided to parents as a matter of law. All of the policies are available on our website at [mexicoschools.net](http://mexicoschools.net) under [<District Info>](#) [<District Policies>](#). In addition, a hard copy may be obtained from any building administrative office or the district administrative office located at 2101 Lakeview Road, Mexico, Missouri 65265 or by calling (573) 581-3773.

### **Important Policies**

Available at <http://mexicoschools.net>

Policy AC, Prohibition against illegal Discrimination and Harassment

Policy AH, tobacco-Free Campuses

Policy & Procedure EBAB, AP1, Hazardous Materials

Policy EBC, Emergency Plans/Safety Drills

Policy EF, Food Management

Policy EF-AP(1), Food Service Charges

Policy EFB, Free and Reduced-Cost Food Services

Policy & Regulation EHB, -R, Technology Usage

Policy GBH, Staff/Student Relations

Policy GBL, Personnel Records

Policy IGAEB, Teaching about Human Sexuality

Policy & Procedure IGBA –AP1, -AP2, Programs for students with Disabilities

Policy & Procedure IGBCA, -AF, Programs for Homeless Students

Policy IGBC, Parent/Family Involvement in Instructional and Other Programs

Policy IGBCB, Programs for Migrant Students

Policy & Procedure IGBH, -AF2, Programs for English Language Learners

Policy IGC, Extended Instructional Program

Policy IGCD, Virtual Courses (MOCAP)

Procedure IGD-AP2, District-Sponsored Extracurricular Activities and Groups- (Athletics – K-12 District

Policy IL, Assessment Program

Policy JCB, Intradistrict Transfers

Policy JFCF, Hazing and Bullying

Policy JFG, Interrogations, Interviews and Searches

Policy JFCJ, Weapons in School

Policy JG, Student Discipline

Regulation JG-R, Student Discipline

Policy JGA, Corporal Punishment

Policy JGB, Detention and/or In-School Suspension of Students

Policy JGD, Student Suspension and Expulsion

Policy JGE, Discipline of Students with Disabilities

Policy JGF, Discipline Reporting and Records

Policy JHA, Student Insurance

Policy JHC, Student Health Services and Requirements

Policy JHCB, Immunization of Students

Policy JHCD, Administration of Medications to Students

Form JHCD, Administration of Medications to Students

Policy JHDA, Surveying, Analyzing or Evaluating Students

Policy JO, Student Records

Procedure JO-AP, Student Records

Form JO-AF1, Student Records

Policy & Procedures KB, -AP, Public Information Program

Policy KKB, Audio and Video Recording

Policy KI, Public Solicitations/Advertising in District Facilities

Policy KL, Public Concerns and Complaints

## **Mexico Public Schools Public Notices**

### **Lockers, Desks and Storage Areas**

School lockers, desks, and storage areas are the property of Mexico Public Schools and are provided for the convenience of students. Therefore, such property is subject to periodic search without notice.

### **Parking**

Students are permitted to park on Mexico Public Schools' premises as a matter of privilege, not of right. The school retains the authority to conduct parking lot patrols and is permitted to conduct reasonable suspicion searches in its parking lots, in accordance with law.

### **Student Records**

The Mexico Public Schools complies fully with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents/guardians ("parents") and students who are at least 18 ("eligible students") the following rights:

**Right to Inspect:** Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

**Right to Prevent Disclosure:** Parents and eligible students have the right to prevent disclosure of educational records third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written



consent has been given for the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

**Designation of Directory Information:** In Board Policy JO, Student Records, the District has designated certain information contained in the educational records of its students as directory information, for purposes of FERPA. The District considers the following to be directory information:

**General Directory Information** – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

*Student's name, date and place of birth; parents' names'; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal-identifier used by the student for purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images, and recorded sound unless such records would be considered harmful or invasion of privacy.*

**Limited Directory Information** – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities parents of other students enrolled in the same school as students whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

*The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.*

As provided above, the District may disclose directory information in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification or refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**Military Recruiter Access/Student Recruiting Information:** Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. The District is also required to provide military recruiters with the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the principal of the school which the student attends.

**Right to Request Amendment:** Parents or eligible students have the right to request that the District correct any parts of an educational record believed to be inaccurate, misleading or otherwise in violation of their rights. A request should be submitted by the Parents or eligible students must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**Right to Complain to FERPA Office:** Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such a complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

### **District Obligation to Provide Education Services**

Missouri school district is 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, student with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information,

contact the Assistant Superintendent of Instruction, 2101 Lakeview Road, Mexico, Missouri 65265  
Phone: (573) 581-3773.

### **Special Education Services**

The Mexico School District has a comprehensive special services program that is designed to meet the academic, intellectual, motor, behavioral, and social/emotional needs of all children ages 3-21 who are eligible to receive services. To be eligible, students are evaluated, after securing written parent permission, and must meet state-sanctioned criteria in order to receive services. The district and its personnel will always partner with parents to create an educational plan that best meets the needs of students.

### **File a Complaint Regarding Certain Federal Programs (Policy KLA)**

The Mexico School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; Title V of the ESEA.

## Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint (“complainant”) must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district’s private attorney for assistance in determining whether a violation has occurred.

2. If the complainant not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy,

The superintendent or designee will notify the complainant of the Board’s decision and will provide the complainant a copy of DESE’s Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board’s response the complainant may appeal the issue to DESE in accordance with DESE’s complaint procedures.

## Student Participation in Statewide Assessments – Policy IL

The Mexico Public School District Assessment Program Policy IL is available in the district’s office for public viewing and can be accessed online through the district website. State law does not allow for students to opt out of the statewide assessments.

February 1-February 28	WIDA-ACCESS (ELL)	K-12	TBD by DESE
	MAP-A	3-12	
April 1-April 30	GL MAP- ELA, Math, Science	3-8	
April 1- April 30	End of Course Exams (EOC)	8-12	
April 1- May 10	Missouri Physical Fitness	5,7,9	

## **Student District Report Card**

The School District Report cards may be found on the District Information Tab under School District Report Card. The individual schools report cards may be found on each buildings website under the For Parent & Students tab under School District Report Card.

## **Critical Need/Shortage Occupations**

Recent legislation, section 167.902 RSMo, requires that the department of economic development shall annually identify occupations in which a critical need or shortage of trained personnel exists in the labor markets in this state and provide such information to the state board of education.

[View the DESE website here.](#)

## **MO HealthNet**

The Federal Children's Health Insurance Program (CHIP), part of the 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. The website is

<https://www.benefits.gov/benefits-detail/1606>

## **Asbestos notice – notice included or EBAB-AP1 quoted**

## **Human Sexuality Polity IGAEB**

Human Sexuality is taught as part of the Health Curriculum **6<sup>th</sup> through 12<sup>th</sup>** grade. Curriculum can be reviewed upon request at your student's building. You have the right to remove your student from any part of the instruction.

## **Drug Detecting Dogs**

In order to further safety and promote discipline in the district by deterring and policing misconduct relating to drugs on school property, the Board of Education has authorized the use of trained drug-detecting dogs in cooperation with the Audrain County Sheriff's Department other law enforcement authorities.

## **Searches of Student Property**

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.

## **Drug Testing**

Beginning with the 2010-2011 school year, the Mexico School District will conduct random drug testing by urinalysis for all students in grades seven through twelve who apply for parking permits or participate in activities sponsored by the Missouri State High School Activities Association (MSHSAA). The district's middle and high school students are entitled to enjoy a drug-free educational experience and testing will assist district efforts to provide it.

The district's intent of conducting this test is not to promote or pursue legal consequences, nor does a positive result imply possession of any legal or illegal substance. Consequences of a positive result are limited to the suspension or termination of the privilege to participate in MSHSAA-sponsored activities and the privilege of possessing a Mexico High School permit. Participation in MSHSAA-sponsored activities and possession of district parking permits are voluntary activities. Students have no right to participate in these activities and these privileges are subject to revocation.

## **Hart Career Center Building Hours:**

The Hart Career Center external doors open at 7:50 AM. The interior doors unlock at 7:50 AM to allow students to go to their classrooms. The building is secured directly after the 3:15 PM bell rings. If a student has made arrangements with his or her instructor to enter the building before 7:50 AM or re-enter after 3:15 PM, the instructor is in charge of letting the office know in order to allow the student in the building.

## **Suicide Awareness and Prevention – Policy JHCD**

Suicide is the leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Mexico School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. The Mexico School District has adopted a policy that outline key protocols and procedure that the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help 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. Please refer to Policy JHCD online to view the entire policy.

## **Electronic Communication between staff members and students – Policy GBH**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. Please refer to Policy GBH online to view the entire policy.

### **Surveys Under Protection of Pupil Rights Amendment**

The federal Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

***Consent*** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices; affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

***Receive notice and an opportunity to opt a student out of:*** any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, marketing or to sell or otherwise distribute the information to others.

***Inspect,*** upon request and before administration or use: Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing sales; or other distribution purposes Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will notify parents of these policies at least annually at the start of each school and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts,

parents will be provided reasonable notification of planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

### **Teacher Qualifications**

Parents can request information regarding the professional qualifications of their student's classroom teacher. This information will include whether the teacher is fully, partially or provisionally certified by the state, whether the person is teaching in his or her area of certification, whether the child is provided services by a paraprofessional and that person's qualifications, and what degrees, endorsements or certifications are held by the teacher. The Mexico Public Schools will notify parents in a timely manner if their child has been assigned to or taught by a teacher who is not highly qualified for four or more consecutive weeks.

### **Notice of Nondiscrimination**

The Mexico School Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Mexico Public Schools are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is direct to the Compliance Coordinator listed below, who oversees District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.



The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The District's Compliance Coordinator will provide information regarding those procedures upon request.

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

**The District's Compliance Coordinator is:**  
**Assistant Superintendent, Mexico Public Schools**  
**2101 Lakeview Road**  
**Mexico, MO 65265**  
**(573) 581-3773**

### **Commitment to Compliance Under Americans with Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Mexico Public Schools will not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

**Employment:** The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in its programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District should contact the Compliance Coordinator, whose contact information is listed in the District's Notice of Nondiscrimination. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The District will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its

services, programs and activities. However, the ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons a disability may be directed to the District's Compliance Coordinator listed above. In addition, as stated in the District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone (816) 268-0550.

### **Section 504 Public Notice**

School districts that receive federal financial assistance have an affirmative responsibility to annually undertake to locate and identify all students with disabilities located in the District's jurisdiction; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The school districts listed below assure they will provide a free appropriate public education (FAPE) to each qualified disabled person in the Districts' jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The school districts listed below have developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the districts' Special Services Office/Central Office between the hours of 8:00AM - 3:00PM when school is in session.

This notice will be provided in native languages as appropriate.

Mexico Public Schools	Community R-VI	Van-Far
2101 Lakeview Road	35063 Hwy B	2200 Hwy 54 West
Mexico, MO 65265	Ladonia, MO 63352	Vandalia, MO 63382
(573) 581-3773	(855) 708-7567	(573) 594-6111

**Technology Usage**

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

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

**Definitions**

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

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

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

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

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

**Authorized Users**

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

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

### **User Privacy**

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

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

### **Technology Administration**

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

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

### **Content Filtering and Monitoring**

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

equipment. Evading or disabling or attempting to evade or disable, a content filter installed by the district is prohibited.

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

### **Online, Safety, Security and Confidentiality**

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

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

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

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

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

## **Closed Forum**

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

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

## **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination or employment, as well as personal liability for civil and/or criminal sanctions by the courts or laws enforcement agencies.

## **Violations of Technology Usage Policies and Procedures**

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

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same

discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

### **Damages**

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

### **No Warranty/No Endorsement**

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

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

### **State and Federal Assessment Policy IL – Mexico School District Board Policy**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law, as well as health, physical education, music, theatre and visual arts. The Mexico School District has a district-wide educational assessment plan to facilitate and provide information for the following:

1. Student Achievement – To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress.
2. Student Guidance – To serve as a tool for implementing the district's student guidance program.
3. Instructional Change – To provide data that will assist in the preparation of recommendations for instructional program changes to:

- a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommends instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. School and District Evaluation – To provide indicators of the progress of the district toward established goals.
  5. Accreditation – to ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment; program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

**Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grade to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six and to all students attending summer school due to a reading deficiency, as required by law. The reading assessment will be a recognized method, or combination of methods, of assessing a student’s reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

**English Proficiency Assessments**

The district will annually assess the English, reading, writing and oral language skills of its students with limited English proficiency.

**Statewide Assessments**

The district has implemented the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of the district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to,



incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian (or other person responsible) for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

**National Assessment of Educational Progress (NAEP)** **If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.**

### **Teacher Certification**

**Missouri Teacher**  
Mexico School District

strives to have fully certified personnel serving our students. Any parent is welcome to send a written request to Bethany Collins, Superintendent's Office 2101 Lakeview, Mexico, MO 65265 requesting a copy of the certification for any teacher his/her child has. We offer this in compliance with our Missouri School law and as an assurance for our patrons.

### **Health Policies**

#### I. Physical Examinations

The Board of Education recommends that each child entering the Mexico Public Schools and those entering the ninth grade have a physical examination unless such information is provided in the transferred records.

#### II. Immunizations

Immunizations against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Hepatitis B and Varicella (chicken Pox), or proof of the disease, is required. An immunization record must be presented at the time of enrollment. Missouri State Law, Section 167.181, RSMo. 19 CSR 20-28.010 will be followed. It is unlawful for any student to attend school unless the child has been immunized according to state law. See Missouri School Immunizations. Requirements on our website at [www.mexicoschool.net](http://www.mexicoschool.net), under the top tab "Document Center" and then under drop down list "Health".

### **Immunization Requirements**

School Immunization Requirements Missouri  
All students must present documentation of up-to-date immunizations status, including month, day and year of each immunization before attending schools.

The Advisory Committee on Immunization Practices allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.

For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/rec/schedules/child-schedule.htm>).

To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine

series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and noncompliant. (i.e., hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.) In progress does not apply to the Tdap or Td booster.

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Last dose on or after the fourth birthday and the last dose of pediatric Pertussis before the seventh birthday. Maximum needed: six doses. Tdap, which contains Pertussis vaccine, is required for students enrolled in the eighth, ninth and tenth grade who have completed the recommended childhood DTaP/DTP vaccination series and have not received a Td booster dose within the past two years. If a student received a Tdap booster the student is up-to-date. Tdap is currently licensed for one dose only; an additional dose is not needed. For 11-12 grades, a Tdap or Td booster is required 10 years after the last doses of DTaP, DTP or DT. In the event of a Pertussis outbreak situation, Tdap may be given at intervals less than 10 years.

**Kindergarten – 2 Grade:** Last dose must be administered on or after the fourth birthday. The interval between the next to-last and last dose should be at least six months.

**3-12 Grades:** Last dose on or after the fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is not needed. Any combination of four doses of IPV and OPV by four six years of age constitutes a complete series. Maximum needed: four doses.

**Kindergarten – 2 Grade:** as satisfactory evidence of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

**3 – 7 Grades:** As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

### **Insurance for Students**

Students may purchase low-cost insurance, which is made available to all students through an independent agency. This insurance covers accidents or injury sustained while the students are at school or at school-sponsored activities. The information will be available at fall registration.

### **Interrogations, Interviews and Searches School District Board Policy JFG School Personnel**

**Mexico  
Searches by**  
Each student is assigned

a locker. Lockers are the property of the school district; therefore, no locker fees will be charged for their use. As property of the school, school officials may inspect lockers at any time. The cost of repairing any damage to a locker shall be charged to the student. **LOCK YOUR LOCKER!**

1. School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.
2. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law.

3. Reasoned suspicion must be based on facts known to the administration, credible information or reasonable inference drawn for such facts or information. Searches of student property shall be 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.
4. It is a privilege, not a right, to park on school grounds. 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.
5. The administration will 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.
6. 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.
7. 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.

### **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.

### **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 ordinarily will make reasonable efforts to notify the student's parents/guardians 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 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.

### **Use of Drug-Detecting Dogs in Cooperation with Law Enforcement Authorities**

In order to further safety and promote discipline in the district by deterring and policing misconduct related to drugs, alcohol, tobacco, weapons and other contraband on school property, the Board of Education has authorized the use of trained drug-detecting dogs in cooperation with the Audrain County Sheriff's Department or other law enforcement authorities.

### **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. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. 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.

### **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 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.

### **District Obligation to Provide Education Services**

Our district provides services to special education students from ages 3 to 21. A complete notice follows:

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Mexico School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Mexico School District assures that it will provide information and referral services necessary to

assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Mexico School District has developed a Local Compliance Plan for the implementation of the State Regulation for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the district's central office by contacting the superintendent of school at (573) 581-3773. This notice will be provided in native languages as appropriate.

## **Grievance Procedures**

### **Grievance Procedure and Resolution of Complaints**

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

#### **Public Notice and Dissemination:**

A copy

of this grievance policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district-wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

#### **Reporting and Complaints**

Complaints

and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the superintendent, who will assume the coordinator's duties for the purpose of that complaint.

Assistant Superintendent of Schools

Mexico School District NO. 59

2101 Lakeview, Mexico MO 65265

(573) 581-3773

Fax (573) 581-1794

## **Limitations**

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on the basis exempt the Board from fully arguing for or against the existence of any fact and the scope of meaning of any law in any forum.

## **Confidentiality of Records**

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in the order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution; only to the extent such disclosure promotes the purposes of this policy and is not prohibited by Family Education Rights and Privacy Act (FERPA) or any other law. Certain other limited disclosure may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

## **Rights for Elementary & Secondary Schools**

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records These rights are:

1. The right to inspect and review the student’s education record within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.

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

### **Family Policy Compliance Office**

**U.S. Department of Education  
Maryland Avenue, SW  
DC 20202-4605**

**400  
Washington,**

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

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

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V

<sup>2</sup> In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

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



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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

**9. How will appeals to the Department be investigated?**

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

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

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

**Sending School Students ONLY.**

**The forms on the following pages need to be filled out and signed by either student or parent or on some forms, both, student and parent.**

**Please return to your teacher at Hart Career Center.**

**If any questions arise, please feel free to call our office at (573) 581-5684 ext. 2704.**

**Thank you.**

# RECEIPT OF STUDENT HANDBOOK AND LOCKER USAGE AGREEMENT

Date: August 2021

This is to acknowledge that I have received the 2020-2021 student handbook for Hart Career Center including the Discipline Guidelines. I understand that I am responsible for knowing and adhering to the rules and procedures contained in the handbook as well as any other rules and procedures established by the school district.

## Locker Usage Agreement

If a school locker is issued to you for your convenience while attending classes at Hart Career Center, you will receive the combination for the lock on your locker. DO NOT share the combination or your locker with anyone else. Please make sure you lock your locker after each use. Although the locks provide added security for your belongings, the school district is not responsible for items stored in lockers. You must use a lock provided by HCC. Any non HCC issued lock will be removed at the cost to the student.

Since the lockers are property of the school district, you need to be aware of the following statements:

- School lockers are school property, and therefore, there is no expectation of privacy with regard to items stored in lockers.
- Lockers are for storing school materials and personal items. Storing of contraband is not allowed, which includes illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by administration to be a potential threat to the safety or security of others.
- Administration may conduct **blanket or random searches** of lockers at any time, without notice or consent, to ensure proper maintenance of school property, provide greater security for students and staff and to deter violations of school rules.
- Administration may conduct **individual searches** of lockers at any time, without notice or consent, with reasonable suspicion that the locker contains contraband.
- Administration may seize contraband for locker and hold it for evidence in disciplinary proceedings or turn it over to law enforcement officials as required by law. The parents and the student will be notified of such seizures.
- Ultimately, the student is responsible for items stored in their assigned locker.

I have ready and understand the Locker Usage Agreement and acknowledge the responsibility of using a locker at Hart Career Center.

**Parent Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Student (Print Name):** \_\_\_\_\_

**This form will be placed in the student's file.**

Note: The reader is encouraged to review policies and/or procedures for related information.

Implemented: 08/20/2008