

# Mexico Public Schools Elementary

## Parent/Student Handbook 2018-2019

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Office Staff Available 7:24 AM - 4:00 PM

**Great Schools for Learning and Growing**

## **NON DISCRIMINATION NOTICE**

The Mexico School District 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 or 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 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the Compliance Coordinator listed below, who oversees the 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 of the 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.

If you are interested in attending any school activity and will require assistive aids or accessible facilities please contact the building principal or the District's Compliance Coordinator is:

**Assistant Superintendent of  
Schools 2101 Lakeview, Mexico,  
MO 65265 573-581-3773.**

Star – Spangled Banner  
Words by Francis Scott Key

Oh say can you see by the dawn's early light What so  
proudly we hail at the twilight's last gleaming?  
Whose broad stripes & bright stars, through the  
perilous fight, O'er the ramparts we watched, were  
so gallantly streaming?  
And the rockets red glare, the bombs bursting in air, Gave  
proof through the night that our flag was still there.

Oh say does that star spangled banner yet wave O'er  
the land of the free and the home of the brave?

**DISTRICT PERSONNEL**

|                       |            |   |
|-----------------------|------------|---|
| Dr. Zachary Templeton | (581•3773) | Superintendent of Schools, Central Office |
| Dr. Larry Nelson      | (581•3773) | Assistant Superintendent, Central Office  |
| Mrs. Emily Schmidt    | (581•3773) | Director of Special Education             |
| Mrs. Joyce Fenner     | (581•3773) | Food Service Director                     |
| Mr. Curt Jackson      | (581•6819) | Director of Transportation, Bus Garage    |

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**MEXICO PUBLIC SCHOOLS CALENDAR**

**2018-2019**

**August**

Open House 13<sup>th</sup>  
First Day of School 15<sup>th</sup>

**September**

Labor Day – No School 3<sup>rd</sup>  
PD Day – No School 4<sup>th</sup>

**October**

Early Dismissal –Homecoming 5<sup>th</sup>  
PD Day – No School 8<sup>th</sup>  
End of 1<sup>st</sup> Quarter 18<sup>th</sup>  
Parent/Teacher Conference 15<sup>th</sup> -18<sup>th</sup>  
No School 19<sup>th</sup>

**November**

PD Day – No School 5<sup>th</sup>  
Thanksgiving Break 21<sup>st</sup> – 23<sup>rd</sup>

**December**

End of 2<sup>nd</sup> Quarter 20<sup>th</sup>  
Christmas Break – No School 21<sup>st</sup> - Jan 2<sup>nd</sup>

**January**

PD Day – No School 2<sup>nd</sup>  
First Day of School - Second Semester 3<sup>rd</sup>  
No School – Martin Luther King, Jr. 21<sup>st</sup>

**February**

Parent/Teacher Conference 11<sup>th</sup> – 13<sup>th</sup>  
PD Day – No School 14<sup>th</sup>  
No School 15<sup>th</sup> No  
School – President’s Day 18<sup>th</sup>

**March**

End of 3<sup>rd</sup> Quarter 8<sup>th</sup>  
No School – Music Festival 22<sup>nd</sup>  
No School – Spring Break 25<sup>th</sup> – 26<sup>th</sup>

**April**

No School – Good Friday 19<sup>th</sup>  
No School – Easter 22<sup>nd</sup>

**May**

End of 4<sup>th</sup> Quarter 16<sup>th</sup>  
Early Dismissal- Last Day of School 16<sup>th</sup>

**Snow Days:** First 3 Built-In, do not have to be made up. Next 7, if needed, will be may 17<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, & 28<sup>th</sup>.

## **ABSENCE PROCEDURE**

The parent is asked to give advance notice to the school for an absence. Please notify the school office by 8:30 AM via note or telephone the day of the absence. Please give student's name, teacher's name and reason for absence. Parents will be contacted if their child is absent, and we have not been called or informed of the absence in advance.

## **ADMISSIONS**

Any child whose fifth birthday occurs on or before July 31 shall be admitted to kindergarten. There will be no more provisions made for early entry students.

Records needed for enrollment: Birth certificate, immunization records, and proof of residence; Social Security card is recommended.

## **ALCOHOL AND DRUGS**

The Mexico School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the Mexico School District shall establish and maintain a realistic, meaningful drug, alcohol and tobacco education program that will be incorporated into the total educational program and follow federal mandates concerning drug, alcohol and tobacco education.

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 or other law enforcement authorities.

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 in conducting this testing 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 parking 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.

### **ARRIVAL AND DISMISSAL**

Students **should not** arrive at school before 7:24 AM and should leave for home promptly at 3:00 PM unless other arrangements have been made. Students arriving before 8:00 AM should go into the gymnasium or to the cafeteria if eating breakfast. Students remaining after 3:30 PM will be without supervision. The school doors will be locked at 4:00 PM. Crossing guards are on duty from 7:30 – 7:50 AM before school and for 15 minutes after dismissal. Children riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop.

**No student supervision is available until 7:24 AM. Therefore, no students will be admitted to the building until that time. Students should not arrive before 7:24 AM. The district will not be responsible for supervising students before 7:24 am or after 3:30 pm.**

Office must be notified **daily** of changes to afternoon transportation by parent or guardian by **2:30 pm** to ensure safety of students.

### **ASSEMBLIES**

Assemblies are planned periodically as special events. Typical assembly themes include cultural presentations, professional speakers and music & drama. Special attention to etiquette and good citizenship is expected of all students. Parents are welcome to attend assemblies (subject to space availability).

### **ATTENDANCE**

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

#### Definitions

*Attendance* – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve



as the parent for purposes of this procedure.

*Tardy* – A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

*Truancy* – A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

### **Attendance Standards**

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-School suspension.

All other absences and any absence for which required documentation is not provided are unexcused.

### **Consequences for Violations**

#### ***Grades K–5***

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the building principal or designee will contact the parent by phone or in person.
2. When a student has accumulated three (3) excused absences or one (1) unexcused absence in any semester, the building principal or designee will set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. One (1) or more of the student's teachers will be in attendance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated four (4) excused absences or two (2) unexcused absences in a semester, the building principal will schedule a conference with the parents at a time convenient with the parents. All of the student's teachers will be present, and the parents will be encouraged to bring other family members. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated six (6) excused absences or three (3) unexcused absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local juvenile office.
5. More than six (6) excused absences or three (3) unexcused absences will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

## **AWARDS**

Students receive special recognition through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive toward special effort and achievement by the students.

Awards Assemblies are held throughout the school year. Students' accomplishments and achievements will be recognized. Parents are invited to attend.

## **BICYCLES**

We suggest that students register their bicycle and record the serial number. Parents make the decision at what age a student should ride a bicycle to school. When traveling to and from school, students must obey all traffic regulations. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked in the school bike racks. Students are responsible for locking their bikes. **Bicycles are never to be ridden on school grounds.** If a student abuses the privilege of riding a bicycle to and from school, this privilege may be suspended.

## **BIRTHDAY/CLASSROOM PARTIES**

Before sending treats for your student's birthday, please check with your child's teacher to determine what the policy is on birthday observances. The procedure is not the same in all rooms.

If your child is having a party outside of school and wants to invite his classmates by passing out invitations, make sure everyone in the room receives one. This can cause hurt feelings for those not receiving an invitation.

Classrooms celebrate Halloween and Valentine's Day with parties sponsored by the school's PTO.

## **BUS CONDUCT**

(see Board policy JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

## **BUS ELIGIBILITY**

Your child is eligible for bus transportation providing his/her residence is one (1) mile or more from the attending school. It is district policy to provide paid transportation for ineligible students to be charged at a rate of \$20.00 per month per child one way or \$40.00 per month per child both ways. These rates are reviewed by the Board of Education annually.

Eligible students may be picked up/dropped off at any address on an established bus route. Buses will not be rerouted to accommodate paid riders or to accommodate baby-sitters. Any student riding a bus must be an eligible bus rider – one that lives a mile or farther from the school or they are a paid rider. If they are not on the bus ridership listing, they are ineligible to ride a bus home with another student. This is a state law.

Multiple addresses can be used for different pick up/drop off points on the same route or any other existing route. Buses will not be rerouted for secondary pickup/drop off points.

### **BUS LOADING**

Students should go directly from their classroom to the bus loading lines after school. Pupils are to form separate lines for each bus. No student should board the bus unless directed by the teacher or supervisor in charge. Students should be orderly, remain in lines, and talk quietly when waiting for their bus. Students that are eligible bus riders desiring to ride another bus must bring a note or request from home to the office and will be given a bus-boarding pass. Students will not be allowed to ride a bus other than their regular one without this boarding pass.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstance such as extreme weather. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of an impending cancellation. In the unusual circumstance where school must be canceled during the school days, parents will be notified by the School Reach Calling System. Parents should also listen to the local radio stations, KXEO or KWWR, for instructions. Television stations in Columbia and Jefferson City will be contacted to publicize early dismissal/cancellation of school. It is recommended that parents plan prior to an early dismissal such things as transportation, phone number, house keys, etc. Parents will be asked to complete a form providing directions for the classroom teacher to follow should school be dismissed early. These forms are disseminated to each teacher by the first day of school and will be followed. Parents need to notify the school office should circumstances require a change in plans. In the event of an early dismissal, parents are asked **NOT** to call the school since the telephone lines are needed for emergency calls.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

It is very important for emergency and administrative reasons that every student maintains an up-to-date address or telephone number record at the school office. Notify the school immediately if you have a change of address during the school year.

## **CHEATING & ACADEMIC DISHONESTY**

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

|                     |  |
|---------------------|--|
| First Offense:      | No credit for the work, grade reduction, or replacement assignment.                                  |
| Subsequent Offense: | No credit for the work, grade reduction, course failure, or removal from extracurricular activities. |

## **CLUBS/ORGANIZATIONS**

Some of the clubs/organizations of our school include: Safety Patrol, Student Council, and Healthy Kids Club, etc. All school clubs/organizations have faculty sponsors.

## **COLORS AND SCHOOL MASCOT**

Mexico School District's mascot is a Bulldog and the school colors are red and gray. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

## **COMMUNICATIONS (NEWSLETTER)**

The school newsletter contains items of interest to students and parents and is distributed the first of each month. The newsletter features major facets of the school program, and it includes a monthly calendar and timely information.

## **CONFERENCES (PARENT/TEACHERS CONFERENCES)**

Parent/Teacher conferences have been scheduled in the school calendar. Teachers will be scheduling visits with each student's parent. The conference will provide an opportunity for the parent and teacher to communicate directly and become better acquainted. Specific grade level expectations will be communicated to parents at the Parent/Teacher Conference. It is our philosophy that effective communication of instructional expectations will motivate students to greater effort and higher achievement. Parent conferences are encouraged and can be arranged at any time during the school year.

## **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...).

**CURRICULUM/GRADE CARDS**

Every child is taught reading, writing, and mathematics every day. We place heavy emphasis on the basic skills. In addition, our curriculum includes science, social studies, computer lab time, library, music, art and physical education. In each subject area, grade level objectives are 80% proficiency. The promotion policy is based upon student achievement. Each child's progress is evaluated by his/her teacher(s) and a grade card is issued every nine weeks in grades K through five.

**DISCIPLINE POLICIES**

In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

|                     |   |
|---------------------|---|
| First Offense:      | Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate. |
| Subsequent Offense: | 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.                                   |

**Assault**

1. 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.  |

2. 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.   |

**Automobile/Vehicle Misuse**

Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

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

**Bullying and Cyberbullying** (see Board policy JFCF and p. 43 of this handbook)

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 the 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 of reprisal or retaliation for reporting such acts. Cyberbullying is 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, wireless telephone or other wireless communication device, computer or pager.

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

**Dishonesty**

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

|                             |   |
|-----------------------------|---|
| First Offense:              | Nullification of forged document. Principal/Student conference, detention, or in-school suspension.   |
| Subsequent days<br>Offense: | Nullification of forged document. Detention, in-school suspension, or 1-180 out-of-school suspension. |

**Disrespectful or Disruptive Conduct or Speech, Insubordinate Behavior or Gang-Related Activities (see Board policy AC if illegal harassment or discrimination is involved)**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person (including student or staff) that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |
| Subsequent Offense: | Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.                   |

**Drugs/Alcohol (see Board policies JFCH, JFCH-R and JHCD)**

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

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

2. 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(c) of the Controlled Substances Act.



|                     |  |
|---------------------|--|
| First Offense:      | In-school suspension or 1-180 days out-of-school suspension. |
| Subsequent Offense: | 11-180 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 contacted agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process.

3. 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(c) of the Controlled Substances Act.

|                |            |
|----------------|------------|
| First Offense: | Expulsion. |
|----------------|------------|

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

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |
| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion.                              |

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

|                     |  |
|---------------------|--|
| First Offense:      | Restitution. Principal/Student conference, detention, or in-school suspension. |
| Subsequent Offense: | Restitution. Detention or in-school suspension.                                |

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-

sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

|                     |  |
|---------------------|--|
| First Offense:      | Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. |
| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.                            |

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

|                     |   |
|---------------------|---|
| 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.  |

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

|                     |  |
|---------------------|--|
| 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.                        |

**Hazing (see Board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

**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, principal/student conference, detention, or in-school suspension.                            |
| Subsequent Offense: | Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

|                     |   |
|---------------------|---|
| First Offense:      | Confiscation. Warning, principal/student conference, detention, or in-school suspension.                            |
| Subsequent Offense: | Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |

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

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

**Sexing and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, beginning with the first bell and including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.
3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

4. Use of audio or visual recording equipment in violation of Board policy KKB.

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

**Theft** – Theft, attempted theft or knowing possession of stolen property.

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

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

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

**Tobacco**

1. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

|                     |   |
|---------------------|---|
| First Offense:      | Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.       |
| Subsequent Offense: | Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension. |

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

|                     |  |
|---------------------|--|
| First Offense:      | Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension. |
| Subsequent Offense: | Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.  |

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, detention, or 1-3 days in-school suspension.  |
| Subsequent Offense: | Detention, 3-10 days in-school suspension or 1-10 days out-of-school suspension, and removal from extracurricular activities. |

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

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

**Vandalism (see Board policy ECA)** – Willful damage, misuse or an attempt to cause damage to real or personal property belonging to the district, staff or students.

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

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

|                     |  |
|---------------------|--|
| First Offense:      | Principal/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.                                |

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

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

3. 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.                        |

**DOCTOR AND DENTIST APPOINTMENTS**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. They should bring a note to the office in the morning. Students are encouraged to return to school after appointments if possible.



## **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 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.

Additional Dress Code Guidelines:

- ◆ The dress code for summer school will be the same as for the regular school year. For Water Safety classes, girls must wear a one-piece swimsuit that provides appropriate coverage.
- ◆ The dress code for Physical Education shall be determined by the instructors and safety will be the priority. This dress code will be consistent with the dress code of the district.
- ◆ Individual buildings may have special provisions that allow team or club-related clothing to be worn on designated days.

### **EARLY DISMISSAL - regular school days**

If it is necessary for a student to be released from school before the end of the school day, the school office must be notified. The child will be released upon the receipt of a written note or telephone call from the parent. An early dismissal slip will be prepared by the office. Parents should always come to the front office to ask for their child and to sign the child out. (We ask for this to be done so we can be sure students are only released to approved persons.) Students are encouraged to return to school after an appointment because attendance is kept by the hour.

### **EARLY DISMISSAL - inclement weather – See: Cancellation of School**

### **ELECTRONIC COMMUNICATION**

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.

### **EMERGENCY DRILLS**

Fire, tornado, earthquake and intruder drills are conducted during the school year. Detailed plans are posted inside the door of each classroom.

A detailed emergency preparedness plan is available in the school office.

### **EMERGENCY INFORMATION**

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).

2. Complete and up-to-date address.
3. Current home phone and parents' work phone.
4. Emergency phone number of friend or relative. (This information is necessary to insure our ability to contact you in the event of your child's illness or an emergency. Please see to it this is kept up to date and accurate.)
5. Physician's name and phone.

## **FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will usually be asked to sign field trip permission forms.

## **FOOD AND DRINK**

Food and drink are not to be carried through the school. They are restricted to the cafeteria. Students are not to bring sodas to school or any foods in glass containers. Students are expected to cooperate with this policy at all times. Exceptions will be made for food or drink brought as rewards for classroom incentives.

## **FOOD SERVICES**

A basic meal is prepared each day along with several optional menu choices. School lunches are prepared by professional cooks working in cooperation with the District Food Manager. Students are encouraged to take advantage of this service. A breakfast is also served from 7:24 AM-7:50 AM each morning.

The Mexico Elementary Schools serve breakfast and lunch each school day. Serving time for breakfast is 7:24 AM – 7:50 AM. With the automated computerized systems parents may prepay any amount into their child's account. Students/parents are expected to place money or check into a sealed envelope and add the printed name of the child, grade, amount and also the ID number if known. A copy of the child's account may be printed upon request to show income and expenses.

**The Elementary Student have received free lunch and breakfast since the 2014-2015 school year. Middle School Students have received free lunch and breakfast starting in the 2017-2018 school year. The difference between 2017-2018 and 2018-2019 meals for the High School students lunch and breakfast is: Lunch - \$.10 increase and Breakfast - No change. The difference in staff meals between 2017-2018 and 2018-2019 meals is \$.10 increase.**

During certain times each year we invite parents and family to come eat school lunch with us. You are always welcome to eat with us. However, we ask you to refrain from bringing food from an outside establishment.

Meal pricing for the 2018-19 school year is being recommended as follows:

**Elementary Schools**

Free through CEP

**Middle School**

Free through CEP

**High School**

|                           |         |        |
|---------------------------|---------|--------|
| Full price student lunch  | 2018-19 | \$2.60 |
| Reduced Rates             | 2018-19 | \$0.40 |
| <b><u>High School</u></b> |         |        |
| Student breakfast         | 2018-19 | \$1.30 |
| Reduced Rates             | 2018-19 | \$0.30 |
| <b><u>Staff Lunch</u></b> |         |        |
| Staff Lunch               | 2018-19 | \$3.35 |

**FOOD SERVICES REFUNDS**

The cafeteria computer system will automatically carry over any amount not used by the student. No refunds or change can be given. Any student transferring out-of-the-district should request a refund from Central Office.

**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**

Immunization 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 187.181, 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.

**III. MINIMUM NUMBER OF IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE - Missouri School Immunization Requirements 2018-2019**

- All students must present documentation of up-to-date immunization status, including month, day and year of each immunization before they can attend school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period (meaning 4 or fewer days prior to the recommended interval or age), so students in all grade levels may receive immunizations up to 4 days before they are due.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current ACIP Schedule, including all spacing, (<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>).
- To remain in school, students "in progress" must have an Imm.P.14 form (which includes appointment date for needed immunization(s)) 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 is noncompliant. (For example, hep B vaccine series was begun 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.

| Vaccines Required for School Attendance | Doses Required by Grade |      |      |      |      |      |
|---|-------------------------|------|------|------|------|------|
|   | K                       | 1    | 2    | 3    | 4    | 5    |
| DTaP <sup>1</sup>                       | 4+ .                    | 4+ . | 4+ . | 4+ . | 4+ . | 4+ . |
| IPV (Polio) <sup>2</sup>                | 3+ .                    | 3+ . | 3+ . | 3+ . | 3+ . | 3+ . |
| MMR                                     | 2                       | 2    | 2    | 2    | 2    | 2    |
| Hepatitis B                             | 3+ .                    | 3+ . | 3+ . | 3+ . | 3+ . | 3+ . |
| Varicella <sup>3</sup>                  | 2                       | 2    | 1    | 1    | 1    | 1    |

1. Last dose on or after fourth (4th) birthday and last dose of pediatric pertussis before seventh (7th) birthday. **Maximum needed:** six (6) doses.

2. Last dose must be administered on or after fourth (4th) birthday.

3. First does must be given on or after 12 months of age.

Kindergarten-6: 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.

## **SATISFACTORY EVIDENCE OF IMMUNIZATION**

1. Provide the school office with dates when immunizations are given.
2. Provide the school office with a written statement from a licensed physician or Public Health Nurse that the child has started the process of immunization under the law.
3. Provide the school office with a statement signed by a licensed physician certifying that there are medical reasons that your child should not receive the required vaccine or vaccines.

NOTE: FAILURE TO COMPLY WITH MISSOURI STATE LAWS ON IMMUNIZATION RULES WILL RESULT IN THE EXCLUSION OF THE CHILD FROM SCHOOL.

## **ILLNESSES**

If a child becomes ill at school, parents or a person designated by the parents will be called and asked to make arrangements for the care of the sick child. **Children who have symptoms of illness, such as temperature, vomiting, diarrhea, etc., should not be sent to school.**

The following procedure will be used when a student becomes ill at school.

1. The student will notify the teacher that he/she does not feel well.
2. The teacher will determine if the student is to be sent to the nurse's office with a Health Room pass.
3. Once at the health room, the student's temperature will be taken. The parent will be called and the student sent home under the following conditions:
  - a. If the temperature is 100.4° or more, or
  - b. If the child has vomited, or,
  - c. If the child has diarrhea.

If the student's temperature is normal or below 100.4°, the student may rest in the health room, then return to class.

If the designated health professional determines that the student is infected with an acute infectious disease of short duration, the student will be excluded from school for the number of days specified on the latest revision of the Missouri Department of Health publication, *PREVENTION AND CONTROL OF COMMUNICABLE DISEASES - A GUIDE FOR SCHOOL ADMINISTRATORS, FHC-16, NURSES AND TEACHERS*, or until a physician certifies the student is no longer able to transmit the disease.

## **COMMUNICABLE DISEASES**

Children with contagious or infectious disease will be excluded from school for the period of time they are liable to transmit the disease to others. Building administrators employed by the district may require an examination by a physician to determine the diseased condition, or the

liability of transmitting the disease. Statutory authority for such action is found in Section 167.191 RSMo. The period of exclusion for contagious or infectious disease will be as follows:

Conjunctivitis (Pinkeye)-Preferably child should not attend school until examined by a physician and approved for re-admission. Otherwise, child should be excluded from school during the acute stage of infection.

Erythema infectiosum (Fifth Disease) No exclusion is necessary-may exclude for elevated temperature.

Fever - CDC defines fever as a body core temperature elevation above 100.4°F. Students will be excluded from school with a temperature above 100.4°F. Students may return when fever free 24 hours.

Fever Blister/Cold Sore- (Herpes Simplex Latent Infection)- Only children who cannot control oral secretions should be excluded from child care or school. If herpes lesions are abundant on face or in the mouth, or the child has difficulty chewing or swallowing, they should be evaluated by a physician. Restrict contact with other children who have eczema or skin conditions.

Giardiasis-Persons with diarrhea should be excluded until diarrhea has ceased. Children with positive stool cultures, who do not have diarrhea, do not need to be excluded.

Hepatitis A- Children and adults with confirmed hepatitis A infection should be excluded while symptomatic, and at least 1 week from onset of jaundice or 2 weeks after onset of illness. Each situation must be looked at individually by a physician to decide if the person with hepatitis A can spread the virus to others.

Hepatitis B(HBV) Because hepatitis B is not spread by casual contact,exclusion from school is not generally warranted or justified. Children who are HBV carriers and who have no behavioral or medical risk factors, such as unusually aggressive behavior (biting),generalized dermatitis, or a bleeding problem, should be admitted without restrictions.

Impetigo- If impetigo is confirmed by a healthcare provider, exclude until 24 hours after treatment. Lesions on exposed skin should be covered with watertight dressing.

Measles- exclude for at least 4 days after appearance of rash.

Measles- (Rubella, German Measles) Exclusion for 7 days after appearance of rash. A child with measles should not attend any activities during this time period.

Meningitis(Aseptic)(Viral, Nonbacterial Meningitis) Exclude from school while acutely ill.

Meningitis Haemophilus influenzae b (Hib) Exclusion until 24-48 hours following start of effective antibiotic therapy.

Meningococcal Disease (Meningitis,Septicemia)-Exclusion until 24 hours following effective antibiotic therapy and child is able to participate in routine daily activities.

Mumps -Exclusion for 9 days after swelling begins(less if swelling has subsided)if susceptible contacts are present.

Pertussis(Whooping Cough) Exclusion for 3 weeks after onset of typical paroxysms(whoop), if patient was not treated with antibiotics. If treated with erythromycin, exclude for 5 days after onset of therapy.

Ringworm Of The Skin (Tinea corporis) – Until treatment has been started or if the lesion cannot be covered; or if on the scalp, until 24 hours after treatment has been started. Any child with ringworm should not participate in gym, swimming, and other close contact activities that are likely to expose others until 72 hours after treatment has begun or the lesion can be completely covered.

Salmonellosis- Exclusion of all attendees and staff who have diarrhea, until diarrhea has ceased. Children and staff without diarrhea who are excreting salmonella do not need to be excluded unless and outbreak occurs and it is not controlled through improved hygiene.

Shigellosis-Exclude all staff and attendees with diarrhea until 24 hours after diarrhea ceases. If several persons are infected, a cohort system should be considered until two consecutive stool cultures, 24 hours apart, and not sooner than 48 hours following discontinuation of antibiotic therapy, are negative. Children and staff without diarrhea who are excreting shigella do not need to be excluded unless an outbreak occurs and it is not controlled through improved hygiene.

Streptococcal Sore Throat and Scarlet Fever- Children should not return to school until at least 24 hours after beginning antibiotic treatment, and until they are without fever. Stress importance of need to completed prescribed treatment.

## **MEDICATIONS**

### **ADMINISTERING MEDICATION TO STUDENT (See Policy JHCD)**

If, under exceptional circumstances, a child requires medication during school hours and the parent cannot be at school during school hours to administer the medication, the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

#### **Prescription Drugs**

1. The medication shall be in the original container labeled with the physician's prescription and 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.



2. Parents shall authorize school personnel to give medication. This authorization must be in writing on the Medication-Parent form H.F.-13 provided by the school.

### **Non-Prescription Drugs**

1. Medication that is non-prescriptive may be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent and Physician. Medication should be in original container. Authorization should be on the Parent/Physician Form, which is attached at the end of the handbook.

### **Procedures**

1. The school nurse and/or principal's designee will:
  - a. Inform appropriate school personnel of the medication.
  - b. Keep a record of the medication administered.
  - c. Keep medication in a locked cabinet.
  - d. Return unused medication to the parent or dispose of it.

The school district retains the right to reject requests for administering medication. Students observed by school personnel self-administering unauthorized medications should be reported to their parents by the building principal.

## **VISION EXAMS FOR KINDERGARTEN AND FIRST TIME FIRST GRADERS (See Policy JHC-AP(1))**

Kindergartners and first time first graders are required to have a comprehensive eye exam. However, if you do not wish to do so you may sign an opt out form. No child will be kept out of school for not getting an eye exam.

### **Types of Screenings**

Vision – Grades 1, 3, & 5 in September

Hearing – Grades 1, 3, & 5

To opt out – refer to form in Policy JHC-AF or provide written notification to school nurse to be excused from the screening.

## **HEALTH SERVICES**

A professional, licensed nurse is assigned to each school and is knowledgeable in providing first aid, medication administration, appropriate screenings, illness and disease assessment, medical and dental referrals and more.

**ILLNESS OR INJURY:** A student should not be in attendance and will be sent home with any

of the following when considered infectious:

Temperature 100.4°F or more, vomiting, or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).

Students excluded from school for health reasons may return based on the exclusion specification. The school district will use the CDC Prevention & Control of Communicable Disease guidelines. Any questions regarding when to return to school should be discussed with the school nurse and/or health services. Students returning to school after injury or surgery with crutches, casts or slings should present physician release to return to school along with any modifications or accommodations that need to be made.

Students becoming ill or injured at school should ask the staff in charge to send them to the school nurse or designee. Parents/guardians (or emergency contact individuals) of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current.

**MEDICATION:** If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication; the school nurse will determine the safest, most effective administration of that medication. All medicine will be kept in the nurse office unless deemed necessary for life saving circumstances. The parent/guardian is responsible for providing the medication in the original container. The parent will also provide written authorization for school personnel to administer the medication. All medicine will need to be picked up or disposed of at the end of the school year.

Exception for Potentially Harmful Administration – The District shall not knowingly administer medication that exceeds the recommended daily dosage as indicated by the Physician’s Desk Reference (PDR) or other recognized medical or pharmaceutical text or, administer medications that are not FDA approved.

**IMMUNIZATIONS:** Missouri State Statute requires all students to have on file evidence of compliance in relation to immunizations prior to attending school (See Policy JHCB). Parents/guardians should bring immunization records or proof of exemption at time of enrollment and additional immunizations as required by state law.

## **HOMEWORK ASSIGNMENTS**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. Homework may include some of the following:

1. Independent reading.
2. Reading to a parent or another child; answering questions designed to encourage thinking.
3. Memorizing and practicing math facts: addition, subtraction, multiplication and division.
4. Learning word lists.
5. Study spelling words.
6. Practicing handwriting.

Children will vary in the time they need for home study, but a general rule is:

Kindergarten      Sharing experiences and practicing appropriate activities for at least 10-15 minutes each evening.

Grades 1 & 2      Minimum of 15 minutes each evening.

Grades 3 & 4      Minimum of 20 to 30 minutes each evening.  
Grade 5      Minimum of 30 minutes each evening.

## **MAKE-UP ASSIGNMENTS**

When a student has missed school, make-up work should be picked up at the office. If the request is received prior to NOON, the make-up work will be ready by 3:15 PM of the same day. If a phone request is received PAST NOON, the work may not be ready until 8:00 AM of the next day.

## **INCLEMENT WEATHER**

### **MEXICO SCHOOL DISTRICT INCLEMENT WEATHER PROCEDURES**

Mexico 59 has several options for dealing with inclement weather conditions:

- **Blacktop roads only - normal day length**  
The district may opt to run buses only on blacktop roads if deemed necessary **Delayed or Late start**
  - The district may run regular bus routes *or* blacktops only. This announcement will be made in conjunction with the late start announcement.
  - **No breakfast on late start days, lunch menu subject to change.**
  - When a late start day is declared, buses will run later than normal. All buildings will start classes later than the normal time for that day. This is intended to give road/travel conditions time to improve. It is important to note that schools will **dismiss at regular times** on these days.
  - TIME OF LATE START WILL BE ANNOUNCED and determined based on anticipated road conditions.
  - Mexico Education Center (MEC) & Early Childhood Center (ECC) will hold **AFTERNOON ONLY** classes on late start days.

- Hart Career Center - Mexico students follow late start with rest of district. Sending schools make their own determination on sending their morning students. HCC staff will be on site to receive sending school students.
- **Dismiss early**  
Early dismissal will be used in the event of changing weather during the day that potentially impacts the safety of evening bus routes.
  - Normal early dismissal times are 12:30 PM for elementary and middle school with the high school dismissing at 12:45 PM.
- **Cancel school altogether**  
Announcement will be made via media outlets and school calling system. Every effort will be made to cancel by 6 AM. However, this will not always be possible and cancellation may occur at any time.
  - School days that are canceled in their entirety will be made up in accordance with the approved Mexico 59 school calendar. A copy of the calendar is located at:  
<http://mexicoschools.net/events.php>

## **ILLNESS OR INJURY**

The district employs a registered nurse and licensed practical nurses. The nurses are charged with the responsibility of health care in the school building. In case of illness or injury a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be notified and asked to assume responsibility for seeing to treatment. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

## **INSURANCE**

Student accident insurance is available on an optional basis to students in Kindergarten through Grade Five. The insurance is offered to students through the Lawrence E. Smith Insurance Company. This insurance is available to all students at a nominal cost for coverage just during school hours or for twenty-four (24) hours. Please read the brochure received at the time the premium is paid to determine exactly what coverage this policy provides for the students. Student insurance is available at registration or you may call the school office.

## **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/benefit-details/1606>  
Asbestos notice – notice included or EBAB-API quoted

## **INTERNET USE AND GUIDELINES – See Required Legal Notices & Discipline Policy**

## **INTERROGATIONS, INTERVIEWS, SEARCHES - REFER TO POLICY JFG**

### **LEAVING SCHOOL**

Students are not allowed to leave the school during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school will only be granted upon written or verbal request from the student's parent or guardian. Students must be signed out by parent or guardian at the office. The office staff will notify the classroom teacher to send the student to the office.

### **LIBRARY**

The library is open on a regularly scheduled basis, and it is supervised by the librarian. Library classes are held for grades K - 5. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Library checkout is held for grades K - 5.

Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, do reference work, or work on special projects. Each student may check out one or two books for a period of up to two weeks. There is no fine for overdue books, but lost or damaged books must be paid for.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual material is available through the library for teacher use in the classroom.

### **LOST AND FOUND**

All clothing found on the campus, regardless of its value, is placed in a designated area. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification. Due to the similarity of items, we encourage parents to clearly label items brought to school with the child's first and last name.

At the end of each semester, items remaining in the Lost and Found are set out so students can have one more opportunity to find their lost clothing. Items which are left after school dismisses are taken to a social agency in town.

## **MENU (School)**

The daily menu for our school lunch program is determined by our cooks working in cooperation with the Director of Food Services. The menu is posted daily in the cafeteria. It is also published on the district website ([www.mexicoschools.net](http://www.mexicoschools.net)), in the local newspaper on Friday, and sent home monthly.

## **NURSE**

The school nurse's office is located next to the Principal's office. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the school nurse's office if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children.

## **OFF-LIMIT AREAS**

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, storage areas, inner office, and teachers' workroom and kitchen maintenance area. Students are expected to cooperate and refrain from playing or visiting in these areas.

## **PARENT INFORMATION AND RESOURCE CENTER (PIRC)**

The Missouri PIRC serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote their children's achievement in school. <http://www.missouri-pirc.org/>

## **PARENT VOLUNTEERS**

Mexico Public Schools consider parent volunteers a very special resource. Parents are encouraged to help in classrooms, programs and extracurricular activities. If you would like to volunteer in your child's classroom, contact the building principal for more information.

## **PERMANENT RECORDS**

Each teacher is responsible for a variety of administrative and student related records. There are different records which parents may need to refer to at some time during the year. Parents should simply call the school and request the information or ask for an appointment with the teacher. The records include the student's permanent academic record, grade report cards, standardized test scores, and a daily attendance record.

## **PARENT EXAMINATION OF RECORDS – REFER TO POLICY JO**

## **RELEASE OF INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) allows our school to send educational records without prior parental consent to another district upon student transfer from the Mexico Public Schools. Parents are encouraged to contact the office if a student is transferring to another community. With advanced notice school personnel will prepare a transfer information form for the student to take to the new school.

## **PETS**

No pets of any kind are allowed at school or on school property. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school or on school property.

## **PHYSICAL EDUCATION**

The staff at Mexico Public Schools believe that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality through our physical education program. Physical education classes are provided twice each week for all students.

Students will need tennis shoes for gym classes. For safety reasons we require these shoes to have laces or Velcro closures. Tennis shoes may be worn to school and need not be carried as an extra pair of shoes.

## **PICTURES**

Individual student pictures will be taken sometime during the first month of the school year. Within six weeks of the photography session the pictures will be available.

## **PLAYGROUND**

School staff will supervise the playground. At least two adults are on the playground during regularly scheduled breaks. The playground is not supervised after school and students are expected to leave for home immediately following dismissal. Specific playground rules will be implemented to insure students' safety.

## **PROGRAMS FOR HOMELESS STUDENTS - REFER TO POLICY IGBCA**

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

Missouri school districts are responsible for meeting the educational needs of an

increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact the Assistant Superintendent of Instruction, 2101 Lakeview Road Mexico, MO 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.

### **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, RETALIATION - REFER TO POLICY AC**

### **PROMOTION/RETENTION POLICY**

Children enter the education system with many similarities and differences. They come from diverse backgrounds that affect their readiness and attitude toward education. Some children will be significantly above and some below level; the majority will fall between the extremes. Despite the difference in backgrounds and abilities, most children will complete the elementary program, kindergarten through grade five, in six years.

Students will be promoted on the basis of their learning progress and academic achievement. Instructional expectations are established at each grade level and students will be held accountable for learning these instructional objectives. When a student has not mastered required skills, the following guidelines will be used in considering retention:

1. Students may be retained at any grade.
2. Teachers will notify the principal and parent as soon as they have identified a student that might not complete grade level expectations. The student's present program will be reviewed and any appropriate intervention strategies will be implemented.
3. The criteria used for student retention will include one or more of the following:
  - a. The student is achieving significantly below grade level (one or more years).
  - b. The student is receiving failing grades in one or more subjects.
  - c. The student has a high rate of school absence.
  - d. The student displays immature behaviors and/or does not demonstrate age appropriate responsibility to complete school tasks.
4. The parent, classroom teacher, principal and appropriate staff members will be involved in retention decisions. The principal will be responsible to make the final decision.



5. Parents will be advised in writing at the conclusion of the third quarter or sooner that retention of their child is being considered. The final notification will be made after all relevant information can be gathered. Parents will receive precise reasons for the retention recommendation.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT - REFER TO POLICY JHDA**

### **PTO**

The PTO has been highly involved in improving our schools. All parents are urged to become members and actively participate. Anyone who wishes to be an active participant is encouraged to attend PTO meetings.

## **PUBLIC NOTICES**

### **MEXICO PUBLIC SCHOOLS PUBLIC NOTICES**

### **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

### **LOCKERS, DESKS AND STORAGE AREAS**

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

#### **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.

### **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 of vehicles 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 age 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 or eligible students have the right to prevent disclosure of educational records to 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 the 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 the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District’s law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student’s education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

**DESIGNATION OF DIRECTORY INFORMATION:** 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 the 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 an 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 the student whose information is released; students enrolled in the same school as the student 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 of 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 is 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 without prior written consent of the parent. Requests that a 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 complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## **1. 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, disclosure, or use of personal information obtained from students for 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; and Instructional material used as part of the educational curriculum.

These rights transfer to 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 year 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 the 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,

## **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**

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 or 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 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the Compliance Coordinator listed below, who oversees the 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 of the 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 THE 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 not 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 with 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; phone (816) 268-0550.

### **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; or 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 from a complainant 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 is 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.

## **RECESS POLICIES**

Weather permitting, students are given recesses each day. The decision to have outside recesses during cold weather depends upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. Always dress your child for outside recess. Students will have supervised free time in the classroom on the days when bad weather prevents outside recess. Quiet games, talking with friends, artwork, etc., are usually allowed. An age appropriate video may be shown during recess during bad weather. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks or students under the supervision of a teacher for make-up work, school projects, etc.

## **RECORDING BY STUDENT**

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:

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

## **SAFETY PATROL**

The Safety Patrol consists of fifth grade boys and girls who provide a service to the school and community. To guarantee the effectiveness of the patrol members, all children should be urged to follow their directions. Their posts are at intersections near the school and at other assigned stations around the school.

## **PEDESTRIAN SAFETY**

1. Go directly to school or directly home after school before beginning to play.
2. Obey the school safety patrol.
3. Cross streets only at corners, intersections or crosswalks.
4. Refuse to approach or enter the cars of strangers.
5. Parents should select the safest route for children to use when walking to/from school and insist the child follow this route.
6. Parents of students in primary grades should walk the route with the child before the beginning of school to be sure the child is familiar with the route to be traveled.

## **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.

## **SCHOOL SUPPLIES**

Each teacher will furnish his/her students with an exact list of supplies needed for the semester. These supplies are modestly priced and easy to obtain.

## **SMOKING**

In accordance with Board Policy AH, smoking is prohibited on the Mexico School District No. 59 School grounds and buildings. Staff members and visitors that wish to smoke during regular school hours will be required to do so off school grounds in their personal vehicle. During



extra-curricular activities, persons desiring to smoke will be required to do so off school grounds in their personal vehicles. Your help in creating a truly healthy and clean environment is appreciated.

## **SPECIAL SERVICES**

### **IDEA PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Mexico Public Schools 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 Public Schools 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 Public Schools 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 Public Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Mexico Public Schools Special Education Office by appointment. Contact the Director of Special Services to make an appointment at (573) 581- 3773.

This notice will be provided in native languages as appropriate.

### **Procedural Safeguards Information**

The Procedural Safeguards for Children and Parents as required by H.R. 1350 Individuals with Disabilities Education Improvement Act of 2004 is available on the Department of Elementary and Secondary Education website [http://dese.mo.gov/divspeced/Compliance/Proc\\_Safe/ProcSafe\\_Oct2006.pdf](http://dese.mo.gov/divspeced/Compliance/Proc_Safe/ProcSafe_Oct2006.pdf)

### **504 PUBLIC NOTICE**

The Mexico Public Schools, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Mexico Public Schools assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's 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 Mexico Public Schools has 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 district Special Education Office between the hours of 8:00 am and 2:30 pm when school is in session. Please call (573) 581-3773 to schedule a time.

This notice will be provided in native languages as appropriate.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (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 records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal/administrator 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the

School principal/administrator, clearly identify the part of the record they want changed, and specify why it should be changed. 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 as its agent to provide a service instead of using its own employees or officials (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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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  
400 Maryland Avenue  
SW Washington, DC 20202-5920

## **SPEECH THERAPIST**

*Speech/Language screenings* are conducted as concerns are identified by faculty, staff, or parents. If any parent feels their child may need help in the area of speech development they should contact their child's teacher to see about obtaining an evaluation from the therapist.

## **STUDENT GOVERNMENT**

All elementary schools have very active and effective Student Councils. The purpose of the council is to provide first-hand experience for students in the methods and procedures of democratic government. In addition, the Student Council sponsors special activities.

## **STUDENT PLACEMENT**

Room placement is made by the principal with the assistance of teachers, guidance counselor, and special services staff. Some factors considered in placement are: classroom achievement (especially reading); size of reading groups; work habits; class size (as equal as possible); the number of boys and girls in each class (as equal as possible); and teacher recommendation.

## **SUICIDE AWARENESS AND PREVENTION – Policy JHCD**

Suicide is a 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 Public 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.

## **TARDY - see District Attendance Policy**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after 7:54 AM is considered tardy. Tardy students should report to the office to receive a tardy slip before going to their classroom.

## **TEACHER CERTIFICATION**

Our school district always strives to have fully certified personnel. At all Mexico Public Schools, all staff are properly certified in his/her role at school. However, any parent is welcome to send a written request for a copy of a staff member's certification to: Superintendent's Office, 2101 Lakeview Road, Mexico, MO 65265.

## **TEACHING ABOUT HUMAN SEXUALITY—REFER TO POLICY IGAEB**

## **TELEPHONE**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another child's home after school).

## **TESTING**

### **DISTRICT-WIDE ASSESSMENT PROGRAM REOUIREMENTS – Refer to legal notices**

The district is required to implement standardized state test, as set forth by the Missouri State

Board of Education.

**Student Participation in Statewide Assessments - Policy II**

The Mexico Public School District Assessment Program Policy II 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 |

**TEXTBOOKS**

All textbooks and library books are the property of the Mexico School District and are furnished free of charge to the students. Students are expected to take care of their books and return them in good condition. Any lost or damaged book must be accounted for or replaced according to existing school regulations.

Book fines for books lost or damaged beyond use are as follows:

1. Books lost or damaged beyond use during first year of use - full price
2. Books lost or damaged beyond use during second year of use - 80%
3. Books lost or damaged beyond use during third year of use - 60%
4. Books lost or damaged beyond use during fourth year of use - 40%
5. Books lost or damaged beyond use during fifth year or more, a charge of \$5.00 per book or 40% whichever is less.

In regard to reference books and volumes from a set of books, the charge shall be the cost of replacement.

If a student has damaged a book but it is still usable, the fine will be 20% of the book value at the time of issuance to that student.

**TRAFFIC REGULATION**

The administration has adopted several parking and driving policies due to the limited parking space and street access around the school. Handicap parking is available.

Children who arrive at school in cars and who are picked up at the 3:00 PM dismissal time are asked to use the designated entrance to the building. Parents are asked not to park in the bus-loading zone during school hours. Your cooperation in this practice will contribute greatly to traffic safety.

## **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 Schools 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 by visiting this website <http://dmh.mo.gov/trauma/MO%20Model%20Working%20Document%20february%202015.pdf>

## **UNAUTHORIZED ARTICLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. Students are not to bring toys, card collections, or unusual items to school unless they are intended for a specific purpose in the classroom. Students are especially cautioned about bringing valuable items. NO weapon, ammunition, or laser pens/pointers of any kind are allowed on the premises at any time.

## **VALUABLES**

The school administrators and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office.

## **VANDALISM – See Required Legal Notices and Discipline Policy**

## **VISITORS**

All parents and visitors are welcome and are encouraged to visit the school. All parents and visitors are required to report to the school office upon entering the building to sign in and receive a visitors' badge. In order to safeguard our children, entry doors will be locked during the school day except the main entrance. Students are not permitted to bring other students to school as visitors.


## **WITHDRAWALS**


Notification in writing or via a call for student withdrawal should be completed/made by the parents. Teachers and staff will summarize the student's progress and prepare the student's file to be forwarded to their next school of enrollment once a release of records form has been received from the new school the student will be attending.



## What is a Schoolwide Program?

A schoolwide program is a comprehensive reform strategy designed to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards.

 A schoolwide program uses its Title allocation to upgrade the entire educational program of the school in order to raise academic achievement for ALL students at the school. No longer are students or teachers labeled "Title I," but instead all the students and all the teachers at the school use Title I dollars to improve the school's entire academic program.

 A schoolwide program is built upon schoolwide reform strategies rather than separate, add-on services. This schoolwide reform strategy requires that a school--

- Conduct a comprehensive needs assessment;
- Identify and commit to specific goals and strategies that address those needs;
- Create a comprehensive plan; and
- Conduct an annual review of the effectiveness of the schoolwide program and revise the plan as necessary.



## Why "Go" Schoolwide?

For the lowest achieving students in the most impoverished schools to meet high standards, their entire instructional program, not just a separate Title I program, must be substantially improved.

When an entire school is the target of change, schools serving the most disadvantaged youth can achieve success.





## Common Schoolwide Questions...

### **Why is it beneficial to go “schoolwide?”**

The key component of schoolwide programming is flexibility. Technically, the sky is the limit in schoolwide planning. The requirement is that whatever you do, it is an activity that will help you reach your schoolwide goal, and all schoolwide goals must be identified from your comprehensive needs assessment.

### **Does a schoolwide school get a larger Title I allocation?**

No. The Title I allocation is based on a formula using December's Free & Reduced Lunch count. As a schoolwide program you do, however, have much more flexibility on how you can spend your Title I money.

Schoolwide programs also have the option of combining their federal Title funds into one schoolwide pot so there might in that way be more money to use to work toward schoolwide goals.

### **Will the needs of individual children be overlooked in schoolwide programs?**

No. The school is held accountable for helping all children in a schoolwide program to achieve. Research evidence indicates that it is impossible to meet the needs of students in very high poverty schools unless the entire school program is changed.

### **Who is responsible for maintaining the schoolwide program?**

In targeted assistance programs, Title I teachers have a long list of requirements that they must follow. Schoolwide programming also involves a number of requirements. However, these requirements should in no way be the responsibility of one teacher at the school (unless he/she is paid as a coordinator and given time for this responsibility). Schoolwide programming is the responsibility of all school staff.

Please remember the intent of schoolwide programming. The key issue in developing a schoolwide plan is to understand that the process entails far more than simply re-allocating Title I funds: 'Going schoolwide' is not just about Title I, it's about educational reform.

Schoolwide programs are not simply add-on services or replications of standard models; they are planned adaptations of proven programs, changed to meet local conditions and traditions.

## **Policies & Legal Notices for Students & Parents**

The district has determined that it is important for parents and students to be reminded of the policies, 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 these policies are available on our website at <http://mexicoschools.net/> under <District Info> <Administration> <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 581-3773.

### **Most important**

Available at <http://mexicoschools.net/> under <District Info><Administration><District Policies>.

Policy AC, Prohibition Against Illegal Discrimination and Harassment Policy GBH, Staff/Student Relations  
Policy JO, Student Records  
Procedure JO-AP, Student Records Form JO-AF1, Student Records  
Policy JFG, Interrogations, Interviews and Searches  
Policy JG, Student Discipline  
Regulation JG-R, Student Discipline Policy IL, Assessment Program  
Policy KI, Public Solicitations/Advertising in District Facilities

### **Other policies to review**

Available at <http://mexicoschools.net/> under <District Info><Administration><District

Policies>. Policy AH, Tobacco-Free Campuses  
Policy & Procedure EBAB, AP1, Hazardous Materials  
Policy EBC, Emergency Plans/Safety Drills  
Policy & Regulation EHB, -R, Technology Usage  
Policy JHDA, Surveying, Analyzing or Evaluating Students Policy & Procedures KB, -AP, Public Information Program Policy IGC, Extended Instructional Program  
Policy EF, Food Services Management  
Policy EFB, Free and Reduced-Cost Food Services Policy JCB, Intradistrict Transfers  
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 JFCJ, Weapons in School  
Policy KB, Public Information Program  
Policy JHC, Student Health Services and Requirements 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 IGBCA, Programs for Homeless Students

Policy IGBCB, Programs for Migrant Students  
Policy & Procedure IGBH, -AF2, Programs for English Language  
Learners Policy JHA, Student Insurance  
Procedure IGD-AP2, District-Sponsored Extracurricular Activities and Groups – (Athletics-K-12 Districts)

## **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 the 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 of reprisal or retaliation for reporting such acts. See Bullying Behavior Chart for specific examples of bullying behaviors.

*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, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

### **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 districtwide antibullying coordinator. The antibullying 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 antibullying education and training programs. In addition, the antibullying 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 in which the incident took place or, if more appropriate, 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 antibullying 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 law.

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 this policy shall be included in student handbooks and posted on the district's website.

### **Training and Education**

The district's antibullying 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; homeroom 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:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. 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 professionals, school psychologists or 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:

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

### **Additional School Programs 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:

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**BULLYING BEHAVIOR AND DISCIPLINE MEXICO ELEMENTARY SCHOOLS**

| Levels          | <b>PHYSICAL</b><br>Harm to another's body or property  |   | <b>EMOTIONAL</b><br>Harm to another's self-esteem  |  | <b>SOCIAL</b><br>Harm to another's group acceptance  |  |
|-----------------|--|---|--|--|--|--|
|                 | Behaviors  | Consequences  | Behaviors  | Consequences   | Behaviors  | Consequences   |
| <b>MILD</b>     | Taunting<br>Expressing physical superiority<br>Making threatening gestures<br>Defacing property<br>Pushing/shoving<br>Taking small items from others                                 | 1 <sup>st</sup> : Administrative conference<br><br>2 <sup>nd</sup> : 1 day ISS<br><br>3 <sup>rd</sup> : 2 – 5 days ISS                          | Insulting remarks<br>Calling names<br>Teasing about possessions, clothes<br>Giving dirty looks<br>Insulting gestures   | 1 <sup>st</sup> : Administrative conference<br><br>2 <sup>nd</sup> : 1 day ISS<br><br>3 <sup>rd</sup> : 2 – 5 days ISS       | Gossiping<br>Starting/Spreading rumors<br>Teasing publicly<br>Passively not including in group<br>Playing mean tricks    | 1 <sup>st</sup> : Administrative conference<br><br>2 <sup>nd</sup> : 1 day ISS<br><br>3 <sup>rd</sup> : 2 – 5 days ISS       |
| <b>MODERATE</b> | Inappropriate touching<br>Threatening physical harm<br>Damaging property<br>Stealing<br>Initiating fights<br>Scratching<br>Tripping<br>Assaulting                                    | 1 <sup>st</sup> : 1-5 days ISS or 1-10 days OSS<br><br>2 <sup>nd</sup> : 1-10 days ISS or 1-10 days OSS<br><br>3 <sup>rd</sup> : 1-180 days OSS | Insulting family<br>Harassing with phone calls<br>Insulting intelligence, athletic ability, etc.<br>Defacing school work<br>Falsifying school work<br>Defacing personal property | 1 <sup>st</sup> : 1-2 days ISS<br><br>2 <sup>nd</sup> : 2-5 days ISS<br><br>3 <sup>rd</sup> : 5 days ISS or 1-5 days OSS     | Increasing gossip/rumors<br>Undermining other relationships<br>Making someone look foolish<br>Excluding from the group   | 1 <sup>st</sup> : 1-2 days ISS<br><br>2 <sup>nd</sup> : 2-5 days ISS<br><br>3 <sup>rd</sup> : 5 days ISS or 1-5 days OSS     |
| <b>SEVERE</b>   | Making graphic or violent threats<br>Practicing extortion<br>Making threats to secure silence: "If you tell, I will..."<br>Destroying Property<br>Biting<br>Assaulting with a weapon | 1 <sup>st</sup> : 1-5 days ISS or 1-10 days OSS<br><br>2 <sup>nd</sup> : 5-10 days ISS or 1-10 days OSS<br><br>3 <sup>rd</sup> : 1-180 days OSS | Frightening with phone calls<br>Challenging in public<br>Ostracizing<br>Destroying personal property   | 1 <sup>st</sup> : 1-2 days ISS<br><br>2 <sup>nd</sup> : 3-5 days ISS<br><br>3 <sup>rd</sup> : 5-10 days ISS or 1-10 days OSS | Threatening total group exclusion<br>Insulting race<br>Arranging public humiliation<br>Total group rejection/ostracizing | 1 <sup>st</sup> : 1-2 days ISS<br><br>2 <sup>nd</sup> : 3-5 days ISS<br><br>3 <sup>rd</sup> : 5-10 days ISS or 1-10 days OSS |

Consequences for each offense will include parent contact.  
 Consequences for offenses may result in a juvenile office referral and/or a report to public safety. Consequences after the 3<sup>rd</sup> Offense of any level may include 1-180 days OSS and parent conference with administrator and school resource officer.

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

**1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

<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(g)(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.