

Mexico Public Schools Early Childhood Center Handbook 2018~2019



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Our Mission...

The Mission of the Mexico Public Schools is to foster in each student a positive self-image, critical and creative thinking skills, for each student to have a his or her command of a specific grade level body of knowledge, responsible citizenship and adaptability in a changing technological society facilitated by a professional staff in cooperation with family and community in a safe, disciplined environment.

Nondiscrimination 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

Dear Pre-K Families:

We are excited to be teaching your children! We are looking forward to seeing our returning families again and getting to know our new families.

During the course of the year, we will work closely with you and share information to benefit your children. We hope you will share your ideas and suggestions about our program and your children. By working together, we can offer your children the best in pre- kindergarten education.

Please feel free to contact us if you have any questions. We will be happy to help in any way we can.

The ECC Team

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SCHOOLSCHEDULE

Monday through Friday: AM Class 7:45 to 10:45 PM Class 11:30 to 2:30.

Our typical daily schedule includes the following activities:

- Arrival Time in the indoor play area
- Opening Circle
- Snack
- Shared Reading
- Circle Time
- Centers
- Phonological Awareness Groups
- Recess
- Closing Circle

ADMISSIONS POLICY

Any child whose third or fourth birthday occurs on or prior to July 31 AND qualifies according to screening will be considered for Pre-Kindergarten entry. Screening is held in May each year and an appointment is necessary. All pre- kindergarten students must be screened and meet eligibility requirements in order to qualify for the program. New pre-kindergarten enrollees are required to submit immunization record, proof of age and proof of residency.

ATTENDANCE AND ABSENCES

When a student is unable to attend school, parents should call as early as possible that day. Parents should give the student's name, teacher's name, and the reason for the absence. A child's success in school depends on regular attendance.

ARRIVAL AND DISMISSAL OF STUDENTS

Although most students are very eager to get to school early, we ask parents to bring their children at the designated times. The school lobby is open at 7:45 for AM sessions and 11:30 for PM sessions. The district will not be responsible for supervising students outside the stated times. Please do not drop off or leave your child at school during the unsupervised period. If you have questions, or need to make special arrangements, please contact the

school office. Parents should walk their child to and from the indoor play area or the classroom. We also ask that your child is picked up at the end of class each day consistently and promptly. If your child is to be picked up before the end of class, please come to the office and sign him/her out of school.

At the beginning of the year, you will be asked to list the people that have permission to pick up your child. If for any reason a person not on that list needs to pick up your child, we will need a written note or a telephone call from the parent to release the child. The school reserves the right to refuse to dismiss a student to any person who cannot provide adequate identification. *We will not release a child to anyone other than the parent/guardian without your permission.*

EARLY DISMISSAL

Due to inclement weather it is sometimes necessary to dismiss school early. Should this occur, our School Reach System will call you and announcements over KXEO and KWWR radio stations will be made to notify parents as quickly as possible of the early dismissal. Local TV stations will announce early dismissals/cancellations also. On the days of early dismissal, there are no afternoon classes. And on days of a late start, there are no morning classes.

SAFETY

The safety of students is the school's major concern. Parental cooperation is needed to develop safety habits on the part of students. After 8:00 a.m. and 12:00 p.m., school doors will be locked. The only entrance will be through the front door. All visitors need to check in at the office for assistance. Parents need to closely supervise children upon entering and exiting the building in order to avoid an accident.

CURRICULUM

What will your child learn while attending preschool at the Early Childhood Center? Your child can learn to:

- sit quietly during class
- listen and follow directions
- be sure of self
- attempt new things
- express oneself with words to settle differences
- focus attention voluntarily
- play with others

- use play themes (e.g., pretend to be a fireman)
- talk about his/her creations
- use talk to communicate ideas, feelings, questions, or to solve problems
- use book-handling skills (e.g., how to hold a book and understand the direction of print)
- identify letters in the alphabet
- uses letters in writing (e.g., letters in name)
- recognize first name in print
- sort objects
- demonstrate concepts such as same, more and less
- demonstrate gross motor skills (e.g., jumps, runs)
- demonstrate fine motor skills (e.g., is able to control pencil or scissors)
- tell his or her first and last name
- count to 10
- recognize basic shapes
- identify basic colors
- **LOVE LEARNING!!**

BEHAVIOR EXPECTATIONS

Children should come to school expecting to learn in a safe environment. We strive to meet this expectation through our one rule: **Our classroom is a “safe room.”** In a safe room:

1. We keep our bodies safe. No one hits anyone else, or touches him or her in places they want to keep to themselves.
2. We keep our feelings safe. No one says hurtful things to anyone else.
3. We keep our equipment, furnishings, supplies and other people’s belongings safe. We use these things as they are intended.

We understand that mistakes are part of learning and that pre-kindergarten aged children don’t always make the best decisions. Sometimes accidents happen. In these instances, children are helped to understand that they have a responsibility to correct the situation. We feel that this is an important part of each child’s learning and will spend whatever time is necessary to help the child benefit from the experience.

TimeOut

Time Out may be used for students at Pre-K when students are at potential risk of causing harm to themselves or others or of destroying property. Time-out may also be used as part of continuum of interventions and strategies designed for students who display inappropriate behaviors. Time-out will be used as a last measure as part of an overall program to instruct

the student in appropriate behaviors. The following are guidelines for the use of time-out: Students will be supervised during time-out.

1. Students will remain in time-out until the student has been calm for up to five consecutive minutes.

If a student becomes physically aggressive to others or self or continues to be disruptive and incapable of returning to class after 10 minutes, teachers and staff may need to help the child gain control of his or her body. At this time, the student's family will be called to remove the student from the building

PLAYGROUND RULES

Students are expected to follow all safety playground rules and adhere to the directions of the supervising adults. We believe in outside recess every day, weather permitting. Students should always dress for outside recess such as gloves and hats in the winter months.

EMERGENCY PROCEDURES

The school has a written emergency plan that is followed in case of Fire, Tornado, Earthquake, and Student Defense Initiative that might threaten the safety of the students in the building. Staff members have a copy of the procedures and have been instructed in the plan. Practice drills are held periodically. If circumstances warrant, students will be dismissed as soon as this can be accomplished safely. During an emergency, parents should listen to the radio station or wait for a call from School Reach for instructions.

CRISIS REUNIFICATION PROCEDURES

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...).

CHANGE OF ADDRESS/TELEPHONE/OTHER PERSONAL INFORMATION

Parents are to notify the school immediately if there is a change of address, telephone number, or other personal information during the school year. This helps us contact you as quickly as

possible should an emergency arise.

SPECIAL EDUCATION SERVICES

Children ages 3-5 with identified disabilities or developmental delays may be eligible for special education services. If you suspect that your child may have a disability or developmental delay that could be adversely affecting your child's ability to learn and make progress in general education, please notify the Director of Special Education at 573-581-3773 ext. 2419.

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.

PROGRESS REPORTS AND PARENT/TEACHER CONFERENCES

Progress reports and parent teacher conferences occur twice during the school year. Progress reports are helpful in understanding what your child is learning and how best you can help him or her. Parent/Teacher Conferences are crucial meetings for understanding your child's school performance, and are an excellent time to discuss any concerns you may have for your child's education.

PARENT-TEACHER CONTACTS

All teachers are available every day to discuss your child's progress, share ideas and suggestions or listen to concerns you may have. You are welcome to schedule an appointment if you believe the conversation will take some time.

PARENT-TEACHER ORGANIZATION (PTO)

Membership in PTO is open to all parents, teachers, and other interested parties. The cost per member is \$2.00. All parents and teachers are encouraged to participate. Pre-K has a wonderful PTO to support our program, and they sponsor fund raisers to purchase equipment for our playground and classrooms. The PTO also funds a few activities such as make a plate and our end of the year celebration.

SCHOOL SUPPLY LIST

Please help your child gather these supplies before the first day of school: 1 set of Washable Markers, 2 Large Glue Sticks, Regular size Backpack, 1 Composition notebook, 1 Box of Kleenex. AM class 1 Clorox wipes, PM class 1 Germ-X.

FIELD TRIPS

We take several field trips throughout the school year. A permission slip is provided at the beginning of the school year and reminders are sent home prior to each field trip.

LUNCH PROGRAM

Breakfast (AM session) or Lunch (PM session) will be provided at no cost to the student at the beginning of each session. Parents are welcome to send a breakfast or lunch in place of the meal provided by the school. More details will come at the beginning of the school year.

NEWSLETTERS

Students receive monthly newsletters from the teachers and a specific Pre-K calendar at the beginning of every month. These are also posted on the school district's website at www.mexicoschools.net. Please take note of special dates, activities, events and dates school is not in session.

FAMILY ACTIVITY DAYS

Activities will be scheduled throughout the school year to provide an opportunity for parents and families to be involved in the educational program. On these days, the activity is planned for the last hour of session time.

SCHOOL PICTURES

Individual student pictures are taken yearly in the fall. Picture packages are optional, but all students will have his/her picture taken to be included in the class composite.

BOOK ORDERS

You and your child will be given the opportunity to purchase books at the beginning of every month. If you choose to order books, please make your check payable to: SCHOLASTIC. You can also order online.

CLASS PARTIES/BIRTHDAYS

The classes celebrate Halloween, Christmas and Valentine's Day during the last hour of class time. Sign-up sheets for party treats/supplies are posted outside each classroom if you choose to do so. Parents and siblings are welcome to come. Students may bring birthday treats to share with classmates, however please make arrangements with your child's teacher prior to that day.

SMOKING

In accordance with Board Policy AH, smoking is prohibited at all Mexico School District No. 59 buildings and grounds.

VISITORS AT SCHOOL

For the safety and protection of all boys and girls, visitors who come to school are asked to check in at the office before going to the room or to the playground. Visitor badges will be available.

TRANSPORTATION

Transportation to and from school is the home responsibility.

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

HEALTH POLICIES

An immunization record must be presented at the time of enrollment. Immunization against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Hepatitis B is required.

Missouri school law prohibits any student to attend school unless the required immunizations are in effect.

- Immunizations:
 - No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized, that immunizations are in progress or that the student has an immunization exemption as permitted by law.
 - Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.
 - The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.
- Medication:
 - The school personnel will administer medication.
 - Prescription Drugs and Non-Prescription Drugs: The medication shall be in the original container (if it is a prescription drug, it must have physician's label). Parents must complete the medication-parent form in order for school personnel to give any medication. The school district retains the right to reject requests for administering medication.
 - An EPIPEN JR (Epinephrine Auto-Injector) is available in case of an allergic emergency anytime during the school year.
- Injury at School:
 - If a minor injury occurs, first aid will be administered. If the injury is serious, parents or someone designated by the parent will be notified. The parent or designee will be asked to assume responsibility for securing further treatment for the injured child.
- Illness:

- If a child is ill, he/she will be sent home if his/her temperature is **99.6** degrees or more, or if the child has vomited or has diarrhea. If the student is infected with any acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest version of the Missouri Department of Health publication, Prevention and Control of Communicable Diseases, or until a physician certifies the student is no longer able to transmit the disease. Any student who is known to have a chronic infectious disease such as AIDS, ARC, or HIV infection who is permitted to attend school must do so under specified conditions. An assessment will be made to determine those conditions which will be least restrictive to the student and which will not endanger his or her health or the health of other students, teachers, or staff. Refer to File: JHCC in the Mexico Board of Education Policy Book for more information.
- **Head Lice:**
Any child found to have evidence of head lice infestation (Lice or Nits) will be dismissed from school. **The school personnel will be responsible for recommending re-admission of the child after removal of all evidence of infestation.**
- **Bathroom Accidents**
 - If your child tends to have wetting accidents, you may want to send a change of clothes for us to have on hand. We allow children to change their own clothes when this happens. **If a child has a soiling accident, we will call you to come get your child.** We do not punish children for having accidents.

RELEASE OF INFORMATION

Directory information of staff members and students is provided to anyone upon proper request to the school office. Parents who do not wish to have directory information shared may notify the school, in writing, that such information should not be released without their consent.

Statement for Release of Information:

The Family Educational Rights and Privacy Act (FERPA) require school districts to protect the confidentiality of personally identifiable information of students. In an effort to comply with this law, Mexico School District will not disclose information to third parties without written parent consent, unless permitted to do so under one of the exceptions outlined by FERPA. Parents will need to provide the school with a letter that includes the name(s) of their children and the name and address of the individual(s) that they give the school permission to release information to regarding their children. The letter must be signed, dated and state the specific information (academic, medical, or

behavior/discipline) that may be released to the third party individual(s).

Mexico Public Schools
Collaborative Parent Involvement Plan

As a team of educators, we believe that parents are our greatest resource in helping our students become successful learners. We believe that it is our responsibility to develop an educational partnership with all families that will consist of two-way communication. We believe that all students should be active participants in home/school educational partnerships.

As a team, we will work together to complete the following:

- Meet prior to the first day of school to help make the first day a positive experience for children and parents
- Send home classroom calendars on a regular basis
- Consider forming a classroom advisory committee as a regular avenue to exchange ideas and form policy
- Read and seek to learn about successful parent involvement activities
- Publicly recognize parent classroom support
- Respond promptly and supportively to parent needs
- Investigate how to involve parents in student and program evaluation
- Empower parents to provide more academic support to their student by information and knowledge

Policies & Legal Notices for Students & Parents

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

IMPORTANT POLICIES

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

Policy AC, Prohibition Against Illegal Discrimination and Harassment
Policy AH, Tobacco-Free Campuses
Policy & Procedure EBAB, AP1, Hazardous Materials
Policy EBC, Emergency Plans/Safety Drills
Policy EF, Food Services Management
Policy EFB, Free and Reduced-Cost Food Services
Policy & Regulation EHB, -R, Technology Usage
Policy GBH, Staff/Student Relations
Policy GBL, Personnel Records
Policy IGAEB, Teaching About Human Sexuality
Policy & Procedure IGBA, -AP1, -AP2, Programs for Students with Disabilities
Policy & Procedure IGBCA, -AF, Programs for Homeless Students
Policy IGBC, Parent/Family Involvement in Instructional and Other Programs
Policy IGBCB, Programs for Migrant Students
Policy & Procedure IGBH, -AF2, Programs for English Language Learners
Policy IGC, Extended Instructional Program
Procedure IGD-AP2, District-Sponsored Extracurricular Activities and Groups – (Athletics-K-12 Districts)
Policy IL, Assessment Program
Policy JCB, Intradistrict Transfers
Policy JFCF, Hazing and Bullying
Policy JFG, Interrogations, Interviews and Searches
Policy JFCJ, Weapons in School
Policy JG, Student Discipline
Regulation JG-R, Student Discipline
Policy JGA, Corporal Punishment
Policy JGB, Detention and/or In-School Suspension of Students
Policy JGD, Student Suspension and Expulsion
Policy JGE, Discipline of Students with Disabilities
Policy JGF, Discipline Reporting and Records
Policy JHA, Student Insurance
Policy JHC, Student Health Services and Requirements
Policy JHCB, Immunization of Students

Policy JHCD, Administration of Medications to Students
Form JHCD, Administration of Medications to Students
Policy JHDA, Surveying, Analyzing or Evaluating Students
Policy JO, Student Records
Procedure JO-AP, Student Records
Form JO-AF1, Student Records
Policy & Procedures KB, -AP, Public Information Program
Policy KKB, Audio and Visual Recording
Policy KI, Public Solicitations/Advertising in District Facilities
Policy KL, Public Concerns and Complaint

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 district-wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

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

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

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building 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 anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal 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 anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; 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:

BULLYING BEHAVIOR AND DISCIPLINE MEXICO ELEMENTARY SCHOOLS

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

MEXICO PUBLIC SCHOOLS PUBLIC NOTICES

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.

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.

DRUG-DETECTING DOGS

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

SEARCHES OF STUDENT PROPERTY

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

DRUG TESTING

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

The district's intent 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.

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.

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, Washington, D.C. 20202-5920

TEACHER QUALIFICATIONS

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

NOTICE OF NONDISCRIMINATION

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.

Trauma-Informed Schools

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>

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.

SCHOOL DISTRICT REPORT CARD

The School District Report cards may be found on the school district website (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.

HUMAN SEXUALITY CURRICULUM - Policy IGAEB

Human Sexuality is taught as part of the Health Curriculum in **6th through 12th** grade.

Curriculum can be reviewed upon request at your student’s building. You have the right to remove your student from any part of the instruction.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS – Policy IL

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

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

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.

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.

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.

STUDENT DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in 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.