



Mexico School District No. 59 Employee Handbook

We are a Bright Futures Community

We strive to educate all children, all day, every way

Our students will read on or above grade level, they will be part of top ten programs and they will graduate college and career ready

We are a partner with the City of Mexico and Audrain County to make Mexico, Missouri a Destination Community

Our physical location is 2101 Lakeview, Mexico, MO 65265, or we can also be found at:

[District webpage](#)
[District Facebook](#)
[Bright Futures Mexico](#)
[District Twitter](#)
[Social Media page](#)

District Office Telephone: (573) 581-3773
District Office Facsimile: (573) 581-1794

GENERAL STATEMENT

Mexico 59 School District is governed by School Board adopted policy. This handbook contains a few select policies which either requires special attention by the employee or for which additional explanation through this Handbook could prove helpful for the employee. However, all school policy is important and as an employee you are responsible to become familiar with all District policies, not just those set forth herein. The District expects all staff members to enforce and abide by those policies. The policies are available by clicking on the following link at <http://mexicoschools.net/> under <District Info> <Administration> <District Policies>. A hard copy may be obtained from the District administrative office located at 2101 Lakeview Road, Mexico, Missouri 65265 or by calling (573) 581-3773 during regular business hours.

NOTICE OF NONDISCRIMINATION

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.

2018-2019

Staff/Student Communication and Online Social Networking

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. (See [Board Policy GBH](#).)

1. When communicating electronically with students for educational purposes, staff members must use District-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and District-sponsored webpages or social networking sites), when available. If District-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using District-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With District permission, staff members may establish websites or other accounts on behalf of the District that enable communications between staff members and students or parents/guardians. Any such website or account is considered District sponsored and must be professional and conform to all District policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a District-sponsored class or activity if the communication is determined necessary or beneficial, if a District-sponsored form of communication is not available, and if the communication is related to the class or activity. The District will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with District students upon request.
3. Staff use of any electronic communication is subject to the District's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the District are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The District discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. (See [Board Policy GBH](#) for "exceptions to

this policy”) This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member’s home who happen to be students of the District.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the District may report staff members to law enforcement and the Children’s Division (CD) of the Department of Social Services for further investigation, and the District may seek revocation of a staff member’s license(s) with the Department of Elementary and Secondary Education (DESE).

Staff Boundaries

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries will be maintained regardless of the student’s age, the perceived consensual nature of the relationship, the location of the activity or whether the staff member directly supervises the student.

Staff members are on notice of and expected to familiarize themselves with [Board Policy AC](#), Prohibition Against Illegal Discrimination and Harassment. Additionally, and just as important, are the Staff Conduct Policy [GBCB](#), and the Staff/Student Relations Policy [GBH](#), apply as well.

Reporting of Abuse/Neglect

Any staff member who possesses knowledge or evidence of violations of Board policies which require the establishment and maintenance of the boundaries described above must immediately make a report to the District’s administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Missouri law and Board policy. Staff members must also immediately report a violation or conduct that could be perceived as a violation of the District’s discrimination and harassment policy ([AC](#)) to the District’s nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. Employees who make such reports to the CD must notify the school principal or designee that a report has been made.

In accordance with law, if a student reports alleged sexual misconduct on the part of a school District employee to an employee of this District, the employee who receives the report and the superintendent shall immediately report the allegation to the CD as set forth in law. For the purposes of this policy, the term "sexual misconduct" includes, but is not limited to, any conduct with a student, on or off District property, that

could constitute a crime that is sexual in nature under Chapter 566 of the Missouri Revised Statutes, including, but not limited to, the crime of sexual misconduct; any conduct with a student that could constitute a serious violation of [Board Policy AC](#), as determined by the District; any conduct that is inappropriate and of a sexual nature that endangers the welfare of a student or students, as determined by the District; or child abuse involving sexual behavior, as determined by the CD.

The District takes all allegations of sexual misconduct seriously, regardless of the source. When an allegation is made, District employees will immediately take appropriate action to protect students and other children, which will include reporting to the CD in accordance with Board policy and notifying the superintendent. The superintendent or designee will contact law enforcement, begin an investigation, and may place the employee on administrative leave with pay pending the investigation.

In accordance with law, if a student reports alleged sexual misconduct on the part of a teacher or other employee of the District to a District employee, the employee who receives the report shall immediately report the allegation to the CD and then notify the superintendent.

Personal Appearance and Professional Conduct

In an effort to create and maintain a positive learning and working environment, all employees must dress in a manner that will not interfere with the educational environment. Although there may be times for exceptions (because of position or activity), at a minimum, staff should abide by the student dress code and generally, be dressed in professional attire. Please consult with your building administration if you have any questions as to this expectation. You must also refrain from using profanity, and you must obey all safety rules and maintain courteous and professional relationships with pupils and other staff members.

Reporting of Injuries

An employee must report all injuries immediately to his or her immediate supervisor by completing the District's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Criminal Background Checks

The Mexico 59 School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance to this policy, the District will require criminal background checks of employees as well as certain volunteers and others working on school grounds. For the District's complete Background Check policy, please see [Board Policy GBEB](#).

Criminal Background Check – A search of the Federal Bureau of Investigation's criminal history files; the Missouri Highway Patrol's criminal history database and sexual offender registry; the Family Care Safety

Registry (FCSR) or the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services; Missouri Case.net; and other databases required by law or by the District.

Driving Records – Traffic-related offenses contained in the Missouri Department of Revenue's databases

Employees – Generally, the District will conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employees working with students; however, the District may forgo a criminal background check when:

1. A teacher is employed to work on a part-time or substitute basis within one year of having retired from the District.
2. An employee or potential employee has had a background check conducted by another Missouri public school within the past year and the District receives a copy of the background check directly from the other school district. If the District requires a new background check, it will be at the District's expense.
3. An employee or potential employee has successfully completed a criminal background check, including a check of the FCSR, as part of the professional license application process within one year prior to employment. Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required by the District. The District has the sole and absolute discretion to determine whether the outcome is satisfactory.

Drivers – The District will conduct a criminal background check on all bus drivers the District employs. The District may allow bus drivers to operate District transportation pending the results of the criminal background check.

Staff transporting students other than bus drivers – Staff are ordinarily prohibited from transporting students in their personal vehicles. There may be circumstances where this is necessary, however. In all cases, staff members must have on file with the District proof of liability insurance. Additionally, the staff member's immediate supervisor needs to be appraised of the need and situation immediately.

Volunteers – The District will conduct a search of the Missouri Highway Patrol's criminal history database and the FCSR or the central registry of child abuse and neglect of the CD on all persons volunteering in positions where they will be left alone with a single child. If the volunteer is a sponsor, advisor or coach, he or she must satisfactorily complete the criminal background check required of employees. The superintendent or designee is directed to identify any additional volunteer positions in the District that will also require a criminal background check. The superintendent or designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position. Volunteers will be asked to read and sign [Board Policy IICC-AP](#), Rules for Volunteers, before volunteer work begins.

Updating Information

The District reserves the right to require any employee or volunteer to submit to additional criminal background checks at the District's expense or to rerun background checks at any time. The District will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct post-employment background checks as allowed by law.

The District may update all criminal background checks required under this policy at least every five years if the person is still volunteering or working for the District or working on District property. The District may update the driving records for all drivers of District transportation every six months. Any employee refusing to submit to a background check may be disciplined or terminated. The District may decline to utilize the services of volunteers or contractors who refuse to participate.

District Notification

As a condition of continuing to work within the District, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify the District if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event.

Reporting Requirements

The District will report to DESE when information is obtained that a certificated person has pled guilty or no contest to or been found guilty of a crime or offense, regardless of whether a sentence has been imposed, in this state, another state or another country that may put the person's certificate in jeopardy pursuant to Missouri law.

Confidentiality

Information received by the District pursuant to a criminal background check is confidential. Except as allowed by law, the District will only use this information for the District's internal purposes in determining the suitability of an applicant, employee, volunteer or other worker on District property. The District will keep this information in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the District. Any person submitting to a criminal background check may receive a copy of the background check information received by the District. Pursuant to state law and upon the written request of an employee or former employee, the District may transfer a criminal background check to another school district within one year of receiving the background check.

Consequences

The superintendent or designee is directed to exclude from employment or to take action to terminate individuals whose criminal background checks reveal that they have exhibited behavior that is violent or harmful to children or adults. Employees who fail to keep background checks confidential as required by law or this policy or who violate any portion of this policy or District procedure will be subject to disciplinary action up to and including termination.

Drug-Free Workplace

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by District employees on any District property; on any District-approved vehicle used to transport students to and from school or District activities; off District

property at 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 District; or during any period of time such employee is supervising students on behalf of the District or is otherwise engaged in District business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a District activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on District property.

Staff members will be tested for alcohol and controlled substances if the District has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate District transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. For further information, District employees are directed to [Board Policy GBEB.A](#).

Technology Usage

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

Employees may be disciplined or terminated for violating the District's technology policies and procedures. Any attempted violation of the District's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The District will cooperate with law enforcement in investigating any unlawful use of the District's technology resources. For further information regarding the technology usage, District employees are directed to [Policy EHB](#).

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 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.

Notice Regarding Public Service Loan Forgiveness

In accordance with state law, the Mexico School District is required to provide all new employees with information regarding eligibility for the Public Service Loan Forgiveness Program. Employees who work full-time in a public school district might be eligible for this program. The Public Service Loan Forgiveness Program forgives the remaining balance on Direct Student Loans for borrowers after they have made 120 qualifying monthly payments under a qualifying repayment plan, as long as the borrower is not in default. For more information about the program and to determine whether you are eligible under this program, go to the Missouri Department of Higher Education's website at:

<http://dhe.mo.gov/resources/publicserviceemployees.php>.

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

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 to detention 2 nd : Detention to 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 to detention 2 nd : Detention to 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 to detention 2 nd : Detention to 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 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 : 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 days ISS or 1-5 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 days ISS or 1-5 days OSS

* Consequences for each offense will include parent contact and possible juvenile office/public safety referral.

** Consequences for all SEVERE levels of bullying will result in a juvenile office referral and/or a report to public safety.

*** Consequences after the 3rd Offense of any level will include 1-180 days OSS and parent conference with administrator and school resource officer.

PBIS stands for Positive Behavior Interventions and Support. PBIS is a district wide framework for teaching students social and behavioral skills to limit distractions and increase the focus on teaching and learning. It is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while

PBIS establishes a positive, proactive school-wide discipline plan that enables Mexico High School to achieve our goals and responsibilities for all students. preventing problem behavior with all students.

Multi-component, multi-year school/family/community effort PBIS emphasizes prevention and continuity by taking an instructional approach to behavior management and implementing school-wide practices and systems for all students in all settings. Please refer to the Behavior Matrix below for our school wide behavior expectations. The matrix includes areas of emphasis for student behavior and what good behavior in a school setting should be.

Mexico HS PBIS Matrix 2014-2015

	All Settings	Classroom	Hallways & Stairways	Library & Labs	Assemblies	Cafeteria
Be Respectful	Use appropriate language Support & help others	Focus on the task at hand Show others that you are listening when they are speaking to you	Keep hallways, stairways and landings clear for people walking	Use voices quietly Enter the library only for library business	Participate appropriately in activities Listen quietly to speakers	Wait patiently in line for your food
Be Responsible	Be polite (Please, Thank-you, Excuse me)	Electronics should be silenced and put away before entering the class unless you have teacher's permission	Maintain appropriate personal space	Put away or throw away all food/drink before entering the library or computer labs	Take all handouts and personal items with you when you are dismissed	Throw away your trash and put away your dirty trays properly
Be Safe	Leave area as you found it - or better Follow and respond appropriately to all adult directions Use your time and other resources effectively Check your school email daily	Be on time and prepared for class Engage in all instructional activities Seek help when you do not understand	Be in the classroom while class is in session unless you have a pass Use your passing time to take care of personal business (restroom, drinks, personal calls or messages, etc)	Observe all due dates for checked out materials Use all materials and technology only as part of instructional activities	Use your time to take care of personal business (restroom, drinks, personal calls or messages, etc)	Make healthy choices
Be Safe	Keep your body and other objects to yourself	Handle all equipment with care	Walk to your destination Keep your hands off of other people	Present hall pass to librarian and check-in when not accompanied by a teacher	Sit in your assigned area or with your assigned group Walk carefully to your seat Wait to be dismissed	Be seated in a chair unless you are getting your food or putting away your tray Push your chair in when you leave Gain permission from supervisor before leaving

HANDBOOK ACKNOWLEDGMENT

GENERAL HANDBOOK

As an employee of Mexico 59 Public Schools, I have read and understand the provisions listed in this Handbook. I agree that if there is any policy or provision of the Handbook that I do not understand, I will seek clarification from my principal or direct supervisor. As an employee of the Mexico 59 School District I accept that I am bound by the policies of the Mexico 59 School District. I acknowledge that this Handbook is not a contract, either expressed or implied.

I understand that the policies, procedures and benefits described are periodically reviewed by the administration and the Board, and may be amended, modified, or deleted unilaterally by the Board at any time. I further acknowledge that the provisions in the Handbook are for informational purposes only and to the extent that they differ from Board of Education policy, rules, regulations or plan documents, the Board of Education policy, rules, regulations, or plan documents are controlling.

Please sign and date at the bottom and return this page to your building administrator or immediate supervisor. By signing this document, you are acknowledging that you have received and reviewed the provisions contained within this Employee Handbook as well as the policies cited to herein and agree to abide by all District policies and procedures.

Printed Name of Employee

Signature of Employee

Date

Please return to your building administrator by November 2, 2018