



Mexico Senior High School

639 N. Wade

(573)581-4296

Mexico, Missouri 65265

Student Handbook 2018 – 2019

Principal: Mr. Brad Ellebracht

Twitter:

High School and Events: @MexicoMoHS

Activities and sports: @mexicohssports

Activities Director: Mr. Jeff Anderson

Assistant Principal: Mr. Travis Blevins

Guidance Counselors:

Mrs. Kristan Turlington

Ms. Emily Ellis

Mr. Phil Neely

Attendance Secretary: Mrs. Deb Fountain, ext. 3000

Activities Director's Secretary: Mrs. Kris Fecht, ext. 3008

Guidance and Counseling Secretary: Mrs. Gail Lankford, ext. 3010

Nurse: Angie Anderson ext. 3002

Principal's Secretary: Mrs. Sarah Kennemore, ext. 3004



Home of the
Bulldogs

Table of Contents

I. General Information and Schedules	
A. District Calendar	page 3
B. Introduction - Philosophy	page 4
C. Class Times / Bell Schedules	page 6
D. No School/Early Out Schedule	page 6
E. No School / Early Dismissal Days	page 7
F. Communication Practices	page 8
II. Academics and Student Services	
A. Grading System	page 9
B. Grade Reporting Calendar	page 10
C. Academic Honors	page 10-11
D. Academic Support and Intervention/College Credit	page 12
E. Library Services/Student Services/Meals/Computer Usage	page 13
F. Guidance and Graduation	page 14,15
G. Student Council Officers	page 16
III. Student Procedures, Expectations and Conduct	
A. Behavior Expectations	page 17,18
B. Attendance	page 20-24
C. School Safety and Discipline Guidelines	page 25-37
D. Bullying	page 37-41
E. Parking	page 42
F. Dress Code	page 43
IV. Student Activities	
A. Eligibility	page 44
B. Departmental Guidelines	page 45
APPENDIX A: Prescription Medications at School	page 50
APPENDIX B: Policies & Legal Notices for Students & Parents	page 53

Introduction

OUR DISTRICT MISSION

The mission of the Mexico 59 School District is to foster in each student:

- A positive self-image
- Critical and creative thinking skills
- Responsible citizenship
- A dedicated work ethic
- Adaptability in a changing technological society

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

MEXICO HIGH SCHOOL MISSION STATEMENT

The mission of Mexico High School is to provide meaningful learning for all students, so that they will reach their highest potential to positively contribute to society.

VISION STATEMENT:

Mexico High School is "A community of learners creating learners"

In order to reach our vision we adhere to the professional learning community framework.

Professional Learning Community

The very essence of a learning community is a focus on and a commitment to the learning of each student. – Dr. Rick Dufour et. al. – (2006)

Mexico High School is a growing professional learning community. Our faculty and staff are a community of learners leading learners.

A PLC focuses on academic results and regularly reviews practices to increase academic outcomes for students. Teachers have regular time during late start each Wednesday to collaborate with colleagues to review data, share practices and address areas for improvement. PLCs develop common formative and summative assessments to gauge learning frequently. In addition, PLCs ensure interventions are in place for students in need of extra time and tutoring and provide enrichment activities for students who have already reached academic goals. Through best teaching practices and active learning, students are engaged in the learning process and are provided feedback about their performance.

Professionals in a PLC focus on answering the following questions well.

1. What is it we want our students to learn?
2. How will we know if each student has learned it?
3. How will we respond when some students do not learn it?
4. How can we extend and enrich the learning for student who have demonstrated proficiency?

Regular Bell Schedule

<u>Regular Schedule</u> (49 minute classes)	<u>Wednesday Late Start**</u> (46 minute classes)
1 st Period 8:08-8:59	1 st Period 8:33-9:20
2 nd Period 9:03-9:52	2 nd Period 9:24-10:10
3 rd Period 9:56-10:45	3 rd Period 10:14-11:00
1 st Lunch 10:49-11:14 4 th Period 11:18-12:06	1 st Lunch 11:04-11:27 4 th Period 11:31-12:18
4 th Period 10:49-11:10 2 nd Lunch 11:14-11:38 4 th Period 11:38-12:06	4 th Period 11:04-11:27 2 nd Lunch 11:27-11:50 4 th Period 11:50-12:18
4 th Period 10:49-11:38 3 rd Lunch 11:42-12:06	4 th Period 11:04-11:50 3 rd Lunch 11:55-12:18
5 th Period 12:10-12:59	5 th Period 12:22-1:08
6 th Period 1:03-1:52	6 th Period 1:12-1:58
7 th Period 1:56-2:45	7 th Period 2:02-2:48
Seminar 2:49-3:15	Seminar 2:52-3:15

** Late start Wednesdays allow for our teachers to have time each week for collaboration and teamwork related to student success.

No School & Early Out Days

Sept. 3 - Labor Day Oct. 5 – Early Out/Homecoming Oct. 8 - Professional Development Oct. 19 – Parent Teacher Conferences Nov. 5 - Professional Development Nov. 21-23 – Thanksgiving Break Dec. 20 - Early Out/Holiday Break Dec. 21 – Jan. 2 - Holiday Break	Jan. 21 - Martin Luther King Day Feb. 14 - Professional Development Feb. 15 – Parent-Teacher Conferences Feb. 18 - Presidents' Day Mar. 22 – Music Festival Mar. 25th - 26th - Spring Break Apr. 19 - 22 – Easter Break May 16 – Early Out/Last Day
--	--

Communications

PHOTOS OF STUDENTS

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

COMMUNICATION TOOLS and PROCEDURES

Mexico High School and the staff utilize a variety of forms of communication to inform parents and the community about pertinent information regarding the school and school activities. *For many of these important communication tools, it is necessary for families to keep their contact information up-to-date in the School Information System which they could do through contacting the school or through Parent Portal.*

THESE INCLUDE:

Phone and email - We will utilize phone calls and/or email to communicate with parents individually and as a group to inform them of news and events that are important for some or all of the community to know.

- Individual phone calls/text messages/emails
- Group of parents (through SchoolMessenger)
- All Parent of high school parents (through SchoolMessenger)

Social Media - The high school and its programs maintain several social media accounts on platforms such as Google Apps, Remind, Facebook and Twitter. These will be utilized to share information about events, assignments and activities.

Parent Portal - Our school information system should be accessed by parents and guardians to keep up-to-date on student progress. This tool allows families to track attendance, academic progress, missing assignments, lunch accounts and other important student data and information. If families need assistance, please contact the school.

EMERGENCY SITUATIONS

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

Parents are strongly encouraged to wait until after emergency situations have passed to come to school and pick up students.

FEMA Materials

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

Trauma-Informed Schools Initiative

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed 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%20202015.pdf>

II. ACADEMICS AND STUDENT SERVICES

Grading System

Students will be assessed and graded on standards and activities assigned as part of classes.

Semester grades will be documented and put on students' transcript.

Each student is encouraged to attain the highest level of achievement of which he/she is capable. To be successful it is expected that students will participate in all classwork and class activities.

Letter Grade	Percentage	Grade Points
A	100-94%	4.0
A-	93-90%	3.667
B+	89-87%	3.333
B	86-84%	3.000
B-	83-80%	2.667
C+	79-77%	2.333
C	76-74%	2.000
C-	73-70%	1.667
D+	69-67%	1.333
D	66-64%	1.000
D-	63-60%	0.500
F	59-0%	0.000
I (Incomplete)	Not enough data (missing work)	

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.

Grade Reporting Calendar			
Semester 1		Semester 2	
Progress 1	9/7/2018	Progress 7	1/25/2019
Progress 2	9/28/2018	Progress 8	2/13/2019
Progress 3	10/18/2018	Progress 9	3/8/2019
Progress 4	11/9/2018	Progress 10	3/29/2019
Progress 5	11/20/2018	Progress 11	4/18/2019
Semester 1	12/20/2018	Semester 2	5/16/2019

Academic Recognition and Achievement

Academic Recognition		
Each Semester	4.0 GPA	Principal's Honor Roll
	3.5-3.99 GPA	Distinguished Honor Roll
	3.0-3.49 GPA	Honor Roll
First 3 Semesters (Cumulative)	3.5-4.0 GPA	Academic Letter
First 5 Semesters (Cumulative)		
First 7 Semesters (Cumulative)		

NATIONAL HONOR SOCIETY (NHS) CRITERIA & SELECTION

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

GRADUATION HONORS

VALEDICTORIAN AND SALUTATORIAN SELECTION CRITERIA

In the interest of encouraging students to undertake a challenging course of study and to ensure scholastic comparisons as equal as possible, a student must have followed a rigorous course of studies toward college and career readiness and earned an ACT composite score of 26 or higher in order to be considered for valedictorian or salutatorian.

The valedictorian and salutatorian will be selected according to the following procedure:

1. A student must have earned an ACT composite score of 26 or higher and must have a grade point average (GPA) eligible for summa cum laude honors as described below in order to be considered for valedictorian or salutatorian.
2. The student must be enrolled at Mexico High School for two consecutive semesters.
3. The valedictorian will be the student meeting the first two criteria with the highest GPA calculated to four decimal places as computed at the end of eight semesters of full-time high school work. In case of a tie for valedictorian, co-valedictorians will be honored.
4. The salutatorian will be the student meeting the first two criteria with the second highest GPA calculated to four decimal places as computed at the end of eight semesters of full-time high school work. In case of a tie for salutatorian, co-salutatorians will be honored.

Board Policy: IKC and additional information regarding graduation regalia:

Academic Support and Intervention

Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.

MHS has multiple structures in place to support students in need of academic intervention including:

- Individual Educational Plans
- Co-Teaching
- Seminar
- Extended Seminar
- Individual Learning Plans
- Before and After school Tutoring
- Classroom Level interventions

ACADEMIC GRADE POLICY FOR ACTIVITIES

The Board of Education has outlined a practice concerning academic interventions and eligibility for all students who participate in MSHSAA activities. This practice involves regular grade checks and support for students that struggle academically.

College Credit Classes

Mexico High School offers an opportunity to start earning college credit while in high school. These advanced level academic courses will be of the same quality and rigor as regular college courses.

Advanced Placement courses (AP) are taught by MHS instructors. In AP classes, students can earn college credit by taking a national exam in May. Depending on the college they are attending, scores of 3, 4, and 5 can earn credit. While all students enrolled in AP classes are encouraged to take the AP exam associated with the class, it is not a requirement. AP exams are available, to any students that pays the fee for the test.

Dual Credit (DC) courses are taught on campus by MHS instructors who have met the requirements set by and who have been approved by Moberly Area Community College (MACC). The student is enrolled with (MACC) and pays tuition, but earns credit by attending the class at MHS.

Dual Enrollment (DE) courses are taught on the college campus and may not take the place of high school courses toward the 24 units of credits required for high school graduation.

Student Services

This section contains general information regarding class representatives and services offered to students to help them as students at Mexico high school.

COMPUTER USAGE

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

LUNCHROOM PROCEDURES AND MEAL PRICES

All students are expected to eat their lunches in the school cafeteria. Students must remain seated at their tables until dismissal time. Students are expected to return trays, dishes and silverware to the receiving window and clean up after themselves. Lunchroom supervisors will dismiss students from the cafeteria.

Free/reduced lunch forms and cost of meals for the school year are available at the Counselor's office. The food staff will set and control limits on lunch account overages.

Lunch Rates		
	Full Price	Reduced
Lunch	\$2.60	\$1.30
Breakfast	\$0.40	\$0.30

HALL PASSES

All students must have a school hall pass to be out of the classroom during class time.

LOST AND FOUND

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

LOCKERS

Each student is assigned to a locker. Lockers are the property of the school district; therefore, no locker fees will be charged for their use. As property of the school, school

officials may inspect lockers at any time. The cost of repairing any damage to a locker shall be charged to the student.

Library Services

The school library/computer lab is open from 7:30 a.m. to 4:00 p.m. When the school day begins, students using the library/computer lab must have a hall pass. Students are encouraged to use the library/computer lab for quiet reading, browsing, researching and studying.

Computer access to work on school projects is available for students with current Technology Usage Agreements on file.

Students may renew items provided they have no overdue items or outstanding fees and provided no one else has reserved the item they wish to renew.

Library checkout/usage privileges will be suspended until overdue books are returned and assigned fees are paid.

DELIVERIES

All deliveries for students can be picked up at the end of the school day. On regular school days, these deliveries can be picked up in the office at a time deemed appropriate by office staff. Procedures for special events will be set up and approved as needed.

HCC STUDENTS

Students with classes at Hart Career Center may not drive to the center. In case of inclement weather a bus will be provided for the students if available. All HCC students should have an umbrella.

Guidance and Graduation

GUIDANCE PROGRAM

A guidance counselor is assigned to each high school student. The counselor is available to help the student overcome any academic or personal problem.

The counselor has information on a variety of occupations, as well as college programs and scholarships. The counselor will aid the student in planning high school course work to best meet the present and future needs of the student. Parents are encouraged to contact their child's counselor for any related information.

STUDENT SCHEDULE CHANGES

The counselors make all schedule changes. Student initiated changes must be made within 3 days of the beginning of each semester. The procedure for changing a schedule is as follows:

- The student must confer with his/her counselor
- The student must provide a sound educational reason for the change.
- Counselors may consult with parents or administrators and will decide if the schedule change is in the best interest of the student.
- The guidance office will notify any change(s) to the teacher(s).

It is the responsibility of the student to return all books to any dropped class.

ENROLLMENT

All students who live within the school district may enroll through the guidance office with the approval of the principal. Students who live outside the district must apply for a waiver with the Assistant Superintendent. No one can enroll who has already obtained an Equivalency Diploma.

WITHDRAWALS

When a student transfers to another school or withdraws for any reason, the student must report to the guidance office for a withdrawal form and additional instructions. A student will not be allowed to withdraw from school without the knowledge and approval of parent or guardian, unless 18 years of age. A student must be sure of his/her decision to quit school. A student who voluntarily withdraws from a class after the first 10 days of school of a semester will receive a failing grade (withdraw/fail) in that class for that semester.

COURSE OF STUDY

A total of 24 credits will be required for graduation. This includes 4 units of English, 3 units of social studies, 3 units of mathematics, 3 units of science, 1 unit of physical education, .5 units of health, 1 unit of fine arts, .5 units of practical arts and .5 units of personal finance, plus 7.5 units of electives. A maximum of 1.5 units of correspondence will be allowed for graduation. All students must pass a United States and a Missouri Constitution test prior to graduation.

EARLY GRADUATION

Four years of high school attendance are required. A student, who for sound educational and/or vocational reasons, wishes to graduate from high school in less time than the ordinary eight (8) semester requirements, must petition the high school principal in writing. The guidance counselor will notify the student's parents or guardians of the student's petition if the student is a dependent. The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. A student who graduates early must complete all graduation requirements established by the Board. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies, but will be considered an alumnus for all other activities.

Student Council 2018-19

Executive Officers

President – Ansel Herrera-Garcia
Vice President – Grace Wortmann
Secretary – Mary Nowlin
Treasurer – Payton Bledsoe

Class of 2019

President – Tristan Jones
Vice President – Mohammad Waheed
Secretary – Jackie Calaluce
Treasurer – Grace Lauer

Class of 2020

President – Rachel Kristofferson
Vice President – Catie Bledsoe
Secretary – Kyleigh Wayman
Treasurer – Maddie Wilson

Class of 2021

President – Amelia Runge
Vice President – Anna Fairchild
Secretary – Lilly Knipfel
Treasurer – Carsen Neale

Class of 2022

President – Ava Wilson
Vice President – Ben Clampitt
Secretary – Haley Chastain
Treasurer – Bryson Stuehmer

III. STUDENT PROCEDURES, EXPECTATIONS AND CONDUCT

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 preventing problem behavior with all students.

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

Student Behavior Expectations

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

	entering the building.				Wait to be dismissed	you leave Gain permission from supervisor before leaving
--	------------------------	--	--	--	----------------------	---

Privileges Based on Conduct, Attendance and Academic Performance

Students will have their attendance checked to earn the incentives listed below. Students are expected to maintain at least 90% attendance. If a teacher has planned a field trip, the teacher will check each student's attendance prior to leaving and provide a list to the office (via email).

Attendance requirements for dances will be checked prior to the dance ticket purchase. All tickets will be sold by the main office. Any student with less than 90% attendance will be deemed ineligible if they have been truant. Student athletes will also be expected to maintain their attendance to participate in games. Any student may file an appeal to the attendance committee for a review of the reasons surrounding the student's absences. Written medical reasons substantiated by a doctor's note, calls from parents or guardians to administration, or medical office appointment card(s) are acceptable reasons to have the attendance percentage requirement waived if the student has no other truancy incidents.

DANCES

DRESS CODE:

- Students will comply with the school dress code at all dances, excluding dances where formal attire is suggested.
- At formal dances such as Prom, students are expected to exercise good judgment selecting sensible clothing.

Consequences: Students who are not in compliance will be required to correct the problem or leave.

School personnel have the right and responsibility to remove any student from a school dance for any reason.

CONSEQUENCES:

1st time: Student will be warned to stop or if the infraction warrants in the judgment of faculty or staff the student may be asked to leave. 2nd time: Student will be told to leave the dance and parents may be contacted. Repeated incidents could lead to a student being banned from dances for the remainder of the school year.

DANCE GUESTS:

Students must complete a dance guest request 3 days prior to the scheduled dance. No guest will be approved without a request form being submitted to the office 3 school days prior the dance.

In order to be eligible to be a guest at an MHS dance you must:

- be enrolled as a student in good standing at a high school (grades 9-12), or an equivalent program, or
- be a graduate of a high school or equivalent program and less than 21 years old.

- receive a positive referral from current school administrator or employer (for out of school guests.)

PROM ELIGIBILITY

Attending prom is a privilege given to MHS students in good standing and maintaining good attendance. All students must sign up with the office prior to prom. The MHS administration will then determine student eligibility.

- Students must have at least*90% attendance (unless medical and substantiated by a doctor and approved/reviewed by the principal). Attendance is checked prior to issuing tickets.
- Students must be in school attendance the Friday before prom if prom is held on a weekend, unless excused by an MHS administrator.
- Students must be in good standing at MHS, MEC or on homebound status.
- A student **will not** be considered “in good standing” if they have been assigned to OSS for disciplinary reasons.
- No student may attend if they are under a current suspension of any kind (ISS, BIP, or OSS)

*Students must be one of the following to attend prom:

1. a full-time student at MHS
2. a Junior or Senior, or the guest of a Junior or Senior
3. a part-time student at MEC (admitted to ½ day program)
4. on homebound status and meeting with assigned teacher regularly
5. an approved part-time student or early graduate from MHS

FIELD TRIP ELIGIBILITY

Students must maintain at least *90% class attendance to go on class field trips. Attendance must be at least 90% 1 month prior to the field trip (unless absences are due to medical reasons and substantiated in writing by a doctor, and approved/reviewed by the principal). Students cannot be FAILING any courses at the time of the trip.

Attendance

COMPULSORY ATTENDANCE

Students are expected to attend school, be on time and prepared, every day. Student attendance is calculated by the minute, therefore punctuality and attendance throughout the day is expected.

Types of Absences and Associated Protocols

Excused Absences	Parent or Guardian Calls the HS Office and speaks to the attendance secretary regarding the	School personnel will work to assist student and provide any relevant missed classwork through a
-------------------------	---	--

	absence.	reasonable number (90%) of absences.
Unexcused Absences/Truancy	Student is not in attendance, however, no contact has been made by the parent or guardian.	Student may receive disciplinary or academic consequences
Medically Verified Absence (Medical on File)	Student provides documentation from a medical professional verifying a reason for absence.	School personnel will work to assist student and provide any relevant missed classwork

ATTENDANCE PRACTICES

- Upon the (6th) absence from class an administrator or guidance counselor will attempt to make a follow-up phone call if the reason(s) for the absences cannot be verified as necessary or reasonable. Parent contact will be pursued by the school to determine if the student is truant or in need of assistance and/or intervention. If the student is under 17 years of age, the school may refer them to juvenile authorities.
- Students who miss (10) days in a row are dropped from the rolls of Mexico High School.
- Students participating in school-sponsored activities will not be considered absent from school.

DENTAL AND DOCTOR APPOINTMENTS

Students and parents are urged to make dental and doctor appointments for times outside the school day whenever possible. A doctor’s note should be provided after any such absence. If absences are verified by a doctor as necessary, there is no impact on the student receiving missed coursework, however, it is recommended appointments be made outside the school day when possible due to missed instructional time.

MISSING ASSIGNMENTS

If a student has missed school for a verified reason (allowable absences such as medical reasons or attending funeral) students are expected to meet with their teachers and request work they have missed. Students may also email all teachers via the student’s Google email account. Then the teacher sets the due dates for the missing work to be turned in with the student or the teacher can communicate via email and apprise the student of work they may complete. If a student misses assignments due to truancy, the teacher may require the work to be completed in an after school or before school study hall. If the student is truant beyond 6 school days, make up work may not provided.

School staff will work with students who have missed with either medically verified absences or a reasonable number of excused absences to ensure that an appropriate amount of extended time is allotted to make up work missed due to absences.

STUDENT ILLNESS - During the School Day

All students that become ill at school should report to see the nurse. The nurse will assess the student and contact the parent if necessary. *Students that fail to be assessed properly and leave school without permission will be considered truant.*

LEAVING SCHOOL DURING THE DAY

Students may leave school grounds with parent permission, all parents should report to the office to check their son or daughter out for the day. This absence will not be considered truancy*(see note after #2) when handled in the following manner:

1. The student provides a written note from their parent or guardian to the attendance secretary prior to the school day beginning. The attendance secretary may attempt to verify the note with a phone call to the parent.

Note: When prior notice is given, in most cases the attendance secretary can call the student from class with limited disruption to the school day and the student can be ready to leave promptly. Parents should not text message or call their student during class to leave school.

2. The student stops at the office prior to leaving and checks out with the attendance secretary.

*NOTE: All students must stop at the office before leaving school for any reason. The final determination of truancy is made by an administrator; parent permission to leave school when a student has no valid reason to leave school does not excuse an absence. Leaving school without permission or failing to properly check out can result in disciplinary action.

Leaving school repeatedly for no valid reason with or without parent permission can result in disciplinary action.

LEAVING SCHOOL ON SHORT NOTICE

If a parent needs to pick up a student on short notice, the parent must come to the MHS main office and sign their son or daughter out of school.

PRE-ARRANGED ABSENCES

If a student will be absent from school for vacation, trips, etc. a written request should be made to the administration prior to the absence. Prior notification does not mean the request will be approved. Educational family trips, educational trips, funerals, driver's tests, court appearances and college visits all count as absences. These absences must be verified by a parent or guardian. These absences do count as days absent on the attendance policy.

TARDY TO CLASS BUILDING PRACTICE

Students are expected to arrive to school on time. Students who fail to do so will report to the office to be processed.

- A student who is more than fifteen (15) minutes late will be assigned an after school detention and a parent will be contacted.
- A student who is less than 15 minutes late will receive a warning and sent to class on the first two occasions. The third time the student is late for school, an after-school detention can be assigned and a parent contact can be made.

Subsequent tardiness to school will result in detention, parent meetings and/or In-School Suspension.

DISCIPLINE POLICY AND GUIDELINES (See Board Regulation JG-R1)

SCHOOL BUSINESS, GOOD ORDER AND DISCIPLINE

SHOW RESPECT. EARN RESPECT.

When everyone respects the rules and one another, everyone wins.

The following rules, guidelines and procedures are required to maintain the safety and welfare of Mexico High School students, faculty and staff.

GENERAL RULES FOR A SAFE AND ORDERLY ENVIRONMENT

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

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

THE ADULT RULE

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

VIDEO SURVEILLANCE WARNING

Mexico Senior High School employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. The Mexico Public School District prohibits the use of video or audio recording equipment on district property or at district activities by students except those as listed in Policy KKB.

VISITORS

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

CONSEQUENCES AND GENERAL EXPECTATIONS

DUE PROCESS

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

BEHAVIOR

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

RESPECT

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

BEFORE AND AFTER DETENTION

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

TELEPHONES AND ELECTRONIC DEVICES POLICY and TELEPHONES

OFFICE PHONES

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

PARENTS AND GUARDIANS ARE ADVISED

There is no need for a student to have a cell phone at school. Students that need to use a phone to contact their parents may do so at the main office desk and parents may contact students by calling the main office. The office secretaries can contact students via intercom and by delivering a written message.

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

**MHS administrators advise all parents to have their son or daughter leave these items at home.

Lost or stolen electronic devices will be handled as follows:

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

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

ELECTRONIC DEVICES

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

RECORDING BY STUDENTS

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

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

BULLYING AND HARASSMENT VIA ELECTRONIC DEVICES, PROTOCOLS AND PROCEDURES

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

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

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

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

the student brings a device during this period, they will be suspended for deliberate disobedience.

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

UNAUTHORIZED USE OF ELECTRONIC DEVICES

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

Teacher Intervention:

- 1st Violation: Teacher confiscates for the rest of class period.

Administrative Intervention (repeated issue in class)

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

VALUABLES

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

IN-SCHOOL SUSPENSION

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

OUT-OF-SCHOOL SUSPENSION

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

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

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

DISCIPLINE INFRACTIONS

It is our aim to promote, teach and affirm positive behavior conducive to the workplace at Mexico High School. However, students must also face fair consequences for inappropriate actions and be reminded of the boundaries of the behavior in the workplace. Especially in instances when their behavior detracts from the learning of other students.

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

FIGHTING/ASSAULTS

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

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

3rd AND 4th DEGREE ASSAULT

Using physical force on another person (including student or staff), such as hitting,

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

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

1st AND 2nd DEGREE ASSAULT

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

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

FIGHTING

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

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

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

FIREARMS

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

FIREWORKS, WEAPONS AND DANGEROUS INSTRUMENTS

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

Violations of this provision may be referred to the appropriate legal authorities and all such weapons shall be confiscated. A student having a specific educational purpose for bringing a weapon on school property must have prior permission from the administration. Disciplinary actions or consequences may be lessened at the discretion of the administration. Pocket Knives should not be brought to school. These items, if determined to not be a violation of the FIREWORKS, WEAPONS AND DANGEROUS INSTRUMENTS policy and/or the Safe Schools Act, will be confiscated and the student will be subject to disciplinary consequences.

Incendiary Devices or Fireworks

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

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

WEAPONS (see Board policy JFCJ)

Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person (e.g. pocket knife).

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

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

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

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

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

GANG-RELATED ACTIVITIES

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

INAPPROPRIATE LANGUAGE

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

LASER POINTERS

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

MISUSE OF SCHOOL OR PRIVATE PROPERTY

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

PUBLIC DISPLAY OF AFFECTION

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

SMOKING AND/OR CHEWING TOBACCO

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

- 1st violation: Three (3) days B.I.P.
- 2nd violation: Five (5) days B.I.P.

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

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

TRUANCY

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

ACADEMIC DISHONESTY

Mexico High School will not tolerate academic dishonesty. The term “academic dishonesty” includes violations of copyright laws, plagiarism, and cheating. In an effort to encourage originality in students’ course work and discourage plagiarism, Mexico High School is a subscriber to “turnitin.com,” a website that aids instructors in checking for academic dishonesty by alerting teachers to plagiarized material. Whenever a student is sent to the office for academic dishonesty, he/she will be subject to disciplinary consequences.

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

BUS MISBEHAVIOR

Violation of bus rules, unsafe behavior while waiting for the bus, while on the bus or after immediately leaving the bus will result in the following action:

- 1st violation: Three (3) day suspension from school bus service.
- 2nd violation: Five (5) day suspension from bus service
- 3rd violation: Thirty (30) day suspension from bus service
- 4th violation: Ninety (90) day suspension from bus service

Bus infractions, which fall under Mexico High School’s General Discipline Guidelines, should be dealt with according to those guidelines also. Mexico School District # 59 buses are equipped with video cameras to help with discipline/safety matters.

DRUGS AND ALCOHOL (see Board policy JFCH, JFCH-R and JHCD)

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

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

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

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

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

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

- First Offense: Expulsion

See Appendix A for the Dispensing of Prescription Medication at School

DISRESPECTFUL CONDUCT/HARASSMENT/HAZING/BULLYING

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

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

These behaviors are considered harassment when they:

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

If someone feels they have been a victim of such harassment, hazing or bullying it needs to be reported immediately to the coach and/or Activities Director and/or building principal.

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.

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.

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.

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; Seminar presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

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

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

School counselors, social workers, mental health 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:

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

ADDITIONAL SCHOOL PROGRAM AND RESOURCES

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

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

Bullying Incident Report Form

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

Reporter's Name: _____ Date Completed: _____

Date(s) of alleged bullying: _____

Who is the victim or intended target of bullying?

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

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

Names of witnesses:

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

This section is for school staff

Date received: _____

Investigative Action Taken: _____

Result of Investigation: Was the bullying incident substantiated?

____ Yes ____ No

Resulting Action:

Rules and Procedures for Entering and Leaving Campus

Closed Campus

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

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

On Campus Parking Regulations and Procedures

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

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). Competitive band events, choir events, speech and debate contests, academic team tournaments, and all athletic activities are sponsored by MSHSAA.

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

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

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

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

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.

Additional requirements may be detailed in building handbooks.

IV. STUDENT ACTIVITIES

ACTIVITIES STATEMENT OF PHILOSOPHY AND OBJECTIVES OF MEXICO PUBLIC SCHOOLS

We believe interscholastic activities should be an integral part of our total secondary education program that has as its purpose to provide experiences that will contribute to the education of students, student spectators and patrons by providing an opportunity to acquire such knowledge, skills and emotional patterns that will cause them to become better citizens. The interscholastic program is not an intramural program where participation is mandatory.

ACTIVITIES PROGRAM

The specific objectives of our program are to help our students to achieve:

- An understanding of why our school offers a program of interscholastic activities
- A knowledge of the values inherent in the objectives the activities have for the individual and for society

- An understanding of the eligibility standards students must see to represent our school
- A knowledge of the rules essential to competing and being intelligent fans
- The ability to think both as an individual and as a member of a group
- Improve skills
- Better health and physical fitness
- An appreciation for wholesome recreation and entertainment
- A desire to succeed and to excel
- Higher moral and ethical standards
- Self-discipline and emotional maturity
- An understanding of the value of conforming to rules
- Respect for the rights of others and for authority
- High ideals of fairness in all human relationships
- An understanding that interscholastic competition evaluates the best taught of our school in comparison with the best taught of other schools.

We believe that those students who understand this philosophy and who try to attain the objectives will understand why our school has an interscholastic activities program and will derive much educational benefit from their experiences in it either as participants or as spectators.

Eligibility for Activities at MHS

SCHOLASTIC ELIGIBILITY

In order to participate in Missouri State High School Activities Association (MSHSAA) activities a student must be enrolled in and regularly attending classes that offer a minimum of units of credit and the student must have passed 3 units of credit the receding semester. This means the student must pass six classes in the previous semester to be eligible to participate.

The student must be making satisfactory progress toward graduation as determined by local school policy.

All entering ninth grade students will be eligible their first semester of their freshman year.

ACADEMIC GRADE POLICY FOR ACTIVITIES

The Board of Education has outlined a practice concerning academic interventions and eligibility for all students who participate in MSHSAA activities. This practice involves regular grade checks and support for students that struggle academically.

Mexico Public Schools Activities Standards

In order to maintain the highest possible standards for activities in the Mexico Public Schools, minimum requirements are established for all the Mexico Public Schools students participating in any activity governed by the Missouri State High School Activities Association (MSHSAA).

It is the student's/parent's responsibility to notify the administration/coaches/director immediately if any violation of these standards occurs. Infraction of these standards will result in student and parental notification of the penalty. Consequences take effect immediately preceding the due process hearing with the student. Any infraction of these activity standards could be a determining factor in the selection of post season awards.

Violation	1st Offense	2nd Offense	3rd Offense	To be eligible
Possession or Use of Drugs; Alcohol Possession or Consumption; Theft of receiving stolen property; Any other violation of the law aside from minor traffic violations.	5 weeks suspension from all interscholastic or MSHAA competitions	365 day suspension from all MSHSAA governed extra-curricular activities	Permanent suspension from all MSHSAA governed extra-curricular activities	All charges, and court ordered consequences must be resolved and suspensions completed
Possession or use of Tobacco products or e-cigarette products	Warning	5 weeks suspension from all interscholastic or MSHAA competitions	365 day suspension from all MSHSAA governed extra-curricular activities	All charges, and court ordered consequences must be resolved and suspensions completed
Failure to meet expected standards for behavior at school or at school events.	Coach and administration may use discretion in determining student's eligibility.			All consequences assigned by the school must be completed
Failure to attend a practice or competition	1 game suspension from competition	Minimum 1 game suspension from	Minimum 1 game suspension from	All suspensions must be served

without prior approval from coach		competition	competition	
-----------------------------------	--	-------------	-------------	--

- It is the coach's/director's discretion as to allowing facial hair on students. Coaches/directors may suspend students from the activity program until compliance occurs.
- Any student representing Mexico in MSHSAA activities must be a creditable citizen and judged so by the principal of his/her school. A student whose character or conduct discredits himself/herself or his/her school is not considered a credible citizen and is subject to suspension/removal from the team/organization. Individual behavior on all trips and contests must reflect favorably upon his/her school and community. The penalty for violation of this standard shall be decided upon by the building principal.
- A student must be in attendance at school for a minimum of four (4) hours to be eligible to represent the school on that particular date.
- Students who leave school prior to the end of the school day and do not return, will not be eligible to participate in activities on that date. Previously scheduled medical and/or dentist appointments, with prior notification to school administration and coaching staff, may be excused. It is the student's responsibility to notify the coach and administration, in advance, should such an exception be needed.
- All students are responsible for preservation of school-owned equipment. This equipment must be handled properly and accounted for at the conclusion of the activity season.
- All participants shall engage in all pre-season, intermission, or post-contest ceremonies if such ceremonies are part of the program. The penalty for violation of this standard shall be decided upon by the coach/director and/or building principal.

ACTIVITIES SEASON

A season is defined as beginning on the first allowable practice date and ending the last game/activity date.

CONFLICT OF ACTIVITIES

Students who are placed in a dilemma as a result of conflicting school activities MUST be allowed to select participation in one activity without penalty in the other activity. The exception to this is in the event of district and/or state competition, whereas the student must complete in these activities.

DEPARTMENTAL POLICIES

- Practice sessions shall not exceed two and one-half (2½) hours. Example: School is dismissed at 3:15 p.m. with practice starting at 3:45 p.m. Practice should conclude at 6:15 p.m.
- Practice sessions shall not be held on Sunday unless previously approved by the activities director.

- A student who quits an activity will not be allowed to participate in another activity until the season is completed. However, a student who quits an activity within the first ten (10) practice days for which he/she is eligible is eligible to participate in the first practice of the next activities season.
- A varsity letterman of an activity must notify the activities director/coach/director and file a written request to switch to a different activity of the same season. The activities director will notify the two activity coaches/directors involved that the student is switching activities of the same season.
- This will be completed before the student is allowed to practice in the new activity the student switches to.
- An athlete may compete in only one athletic activity at a time.
- Participants/athletes who miss the scheduled bus time for a given contest or competition will not be allowed to represent the school or participate in the scheduled activity. Coaches are expected to promptly leave at the designated bus time. Participants/athletes under no circumstances are allowed to transport themselves to a contest or activity for the purpose of participation. However, with prior approval from school administration and the coach, a parent or legal guardian may transport their own child to a contest or competition.

AWARDS

A student athlete may win a varsity letter by fulfilling basic letter requirements for an activity determined by the head coach/director. Student managers may also be awarded a letter as determined by the head coach/director of that activity. A letter may be awarded to a student volunteer for a sport/activity in such a way that the coach/director feels he/she has earned a letter.

ISSUING EQUIPMENT

No equipment will be issued until the student has met all requirements of the activities department policies.

Any faulty or unsafe equipment should be reported immediately.

RETURNING EQUIPMENT

- All school equipment must be returned and checked off the student's equipment sheet at the end of season.
- Participant must pay for any lost equipment.
- Any article that needs repairing should be called to the attention of the coach/director or manager when checking in equipment.
- Equipment will be cleaned before being returned unless otherwise stated by a coach/director or storeroom manager.

PHYSICAL REQUIREMENT FOR ATHLETIC PARTICIPATION

No student can practice or compete in a sport without a Physical Examination form on file at the High School Athletic Department.

MEXICO PUBLIC SCHOOLS ACTIVITIES INJURY INFORMATION

Report all injuries, no matter how small, to your coach/director immediately.

We will prescribe standard first aid treatment for minor injuries. Major injuries will be referred to medical authorities.

Equipment is to be worn for protection. Equipment that becomes defective through use will be replaced. Check equipment for defects after each practice and report problems to coach/director if replacement is needed.

STUDENT DRUG TESTING (Mexico School Board Policy JFCI)

PURPOSE

The Mexico School District strives to produce graduates who will become productive members of society. The district's goals include maintaining student safety, preparing students for employment or further educational opportunities and helping to shape them as future leaders of our community, state and country.

Drug screening at the middle and high school levels will assist in this process in several ways:

- It gives students a viable reason to resist peer pressure and thus alleviates some experimentation with illegal substances.
- The district's proactive stance sends a positive message to the community.
- It helps the district's effort to minimize the use of illegal substances and negative influences within the district.
- It helps deter students' possible long-term dependency resulting from the abuse of legal substances and the use of illegal substances.
- It helps to protect students from harm.

RANDOM 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) Competitive band events, choir events, speech and debate contests, academic team tournaments, and all athletic activities are sponsored by 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.

CONFIDENTIALITY

Student health information derived from the results of random drug testing is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage. All appropriate laws and school policies will be used to enforce violation of confidentiality.

APPENDIX A: Prescription Medications at School

DISPENSING OF MEDICINE

All internal medication to be taken at school is to be dispensed by the school nurse. To avoid any error in receiving the proper prescribed medication, the student should bring the medicine to the nurse in the original container marked with the: (1) student's name (2) date prescribed (3) dosage (4) time of day medicine is to be given. According to state law, for the school to dispense over-the-counter, non-prescription medication requires a written doctor's order and written parent's permission. Prescription medication requires written parent's permission. The school has the right to refuse to dispense any medication.

ADMINISTRATION OF MEDICATIONS TO STUDENTS **(Mexico School District Board Policy JHCD)**

DEFINITION:

Medications

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

GENERAL

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

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

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

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

OVER THE COUNTER MEDICATION

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

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

PRESCRIPTION MEDICATION

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

SELF-ADMINISTERED MEDICATION

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

- The medication was prescribed or ordered by the student's physician.
- The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.

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

POSSESSION OF SELF-ADMINISTERED MEDICATION

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

EMERGENCY MEDICATION

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

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

CONSEQUENCES

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

APPENDIX B: Policies & Legal Notices for Students & Parents

The district has determined that it is important for parents and students to be reminded of the policies, Regulations, procedures, and forms that are likely to impact students to a greater degree than others. Those policies, procedures and forms are listed below. Many of these must be provided to parents as a matter of law. All of 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/> under <District 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 Complaints

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.

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.

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.

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.

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

School District Report Card

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

MO HealthNet

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. The website is <https://www.benefits.gov/benefits/benefit-details/1606>

Asbestos notice – notice included or EBAB-AP1 quoted

Human sexuality 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.

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.

Make sure and list if there is before and after school supervision is provided (if provided) and that the district will not be responsible for supervising students outside the stated times. Inform parents not to drop off or leave children at school during unsupervised period.

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.

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

Nondiscrimination Notice

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

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Mexico Public Schools are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment 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.

TECHNOLOGY USAGE

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

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

Definitions

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

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

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

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

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

Authorized Users

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

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

User Privacy

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

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

Technology Administration

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

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

programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

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

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

Online Safety, Security and Confidentiality

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

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

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

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information

about personally identifiable students to prevent unlawful disclosure of student information or records.

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

Closed Forum

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

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

Records Retention

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

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

Violations of Technology Usage Policies and Procedures

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

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

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

No Warranty/No Endorsement

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

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

STATE and FEDERAL ASSESSMENT Policy IL – Mexico School District Board Policy

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

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

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law, as well as health, physical education, music, theatre and visual arts.

The Mexico School District has a district-wide educational assessment plan to facilitate and provide information for the following:

1. Student Achievement -- To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress.
2. Student Guidance – To serve as a tool for implementing the district's student guidance program.
3. Instructional Change -- To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - b. Help the professional staff formulate and recommends instructional policy.
 - c. Help the Board of Education adopt instructional policies.
4. School and District Evaluation -- To provide indicators of the progress of the district toward established goals.
5. Accreditation – To ensure the district maintains accreditation.

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

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grade to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

English Proficiency Assessments

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

Statewide Assessments

The district has implemented the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

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

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

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

National Assessment of Educational Progress (NAEP)

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

TEACHER CERTIFICATION

Missouri Teacher Certification

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

HEALTH POLICIES

I. Physical Examinations

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

II. Immunizations

Immunization against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Hepatitis B and Varicella (chicken pox), or proof of the disease, is required. An immunization record must be presented at the time of enrollment.

Missouri State Law, Section 167.181, RSMo. 19 CSR 20-28.010 will be followed.

It is unlawful for any student to attend school unless the child has been immunized according to state law. See Missouri School Immunization.

Requirements on our website at www.mexicoschools.net, under the top tab "Document Center" and then under drop down list "Health".

IMMUNIZATION REQUIREMENTS

Missouri School Immunization Requirements

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.

The Advisory Committee on Immunization Practices allows a 4-day grace period.

Students in all grade levels may receive immunizations up to four days before the due date.

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

To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.) In progress does not apply to the Tdap or Td booster.

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

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

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

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

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

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

INSURANCE for STUDENTS

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

INTERROGATIONS, INTERVIEWS AND SEARCHES

Mexico School District Board Policy JFG

Searches by School Personnel

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

1. School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.
2. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law.
3. 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.
4. It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.
5. The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in

any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

6. School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.
7. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers

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

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

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

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

Removal of Students from School by Law Enforcement Officials

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

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

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

Interview with the Children's Division

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

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

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

District Obligation to Provide Education Services

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

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

The Mexico School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

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

GRIEVANCE PROCEDURES

Grievance Procedure and Resolution of Complaints

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

Public Notice and Dissemination:

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

Reporting and Complaints

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

**Assistant Superintendent of Schools,
Mexico School District No. 59
2101 Lakeview, Mexico, MO. 65265 (573)581-3773
Fax 573-581-1794**

Limitations

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

CONFIDENTIALITY OF RECORDS

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

DIRECTORY INFORMATION

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

Student's name; date and place of birth; parent's name; 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 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.

Information obtained from a student's personally identifiable education records shall not be disclosed in student publications unless the information is Directory Information or the district has received written consent from the parent/guardian or eligible student to release the information.

RIGHTS FOR ELEMENTARY & SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents of eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and

notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student' education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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