

# Mexico Middle School



STUDENT PARENT  
HANDBOOK 2018 - 2019



Mexico Middle School 1200 West Blvd. Mexico, MO 65265

<http://mexicomms.ss16.sharpschool.com/>

# STUDENT PARENT HANDBOOK

## **Administration**

Principal – Deborah Hill-Haag

Assistant Principal – Julie Lower

## **Accreditations**

Member of Advanced Accreditation (formerly North Central Association of Schools and Colleges)

Advanced Accreditation earner 2014

Recognized Professional Learning Community

Member of Missouri Student Councils

Bronze Level PBIS School

## **Mission and Vision**

The Mission of the Mexico Middle School is Making Minds Stronger.

The Vision of Mexico Middle School is Educating, Engaging, and Empowering students to Become Lifelong Learners

## **Social Media**

Like us on Facebook

Follow up on twitter @MMS\_Mexico\_MO

URL <http://mexicomms.ss16.sharpschool.com/>



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# 1. Welcome

Welcome to Mexico Middle School, home of the Bulldogs! We are looking forward to an exciting and productive year here at MMS, where we are Making Minds Stronger. This handbook is prepared to assist students in adjusting to middle school life.

The Student Council, the Faculty, the Administration, and the Board of Education believe that an understanding by each student of the school's rules and regulations is necessary in order to create a positive learning experience.

We suggest that each student discuss the rules and regulations in the handbook with a parent or guardian. This will avoid confusion and misunderstanding. The acknowledgement by a parent or guardian that a copy of the handbook has been provided is a requirement for enrollment of each student at Mexico Middle School.

Please feel free to call or visit the school at any time if you wish to discuss or observe your child's activities.

Mrs. Deborah Hill-Haag – Principal

Ms. Julie Lower – Assistant Principal



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## 2. Non Discrimination Notice

The Mexico School District No. 59 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies:

Dr. Larry Nelson

Assistant Superintendent of Schools

2101 Lakeview Road

Mexico, Mo 65265

Telephone Number 573-581-3773

Fax Number 573-581-1794

If you are interested in attending any school activity and will require assistance aids or accessible facilities, please contact the building Principal or Assistant Superintendent of Schools.



### 3. My Schedule

## My Schedule

First Quarter			
Hour	Class	Teacher	Room Number

**At MMS we are...Making Minds Stronger!**



## 4. Mission and Vision

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At MMS we are...

**Making  
Minds  
Stronger**

At MMS we are working toward...

**Educating, Engaging,  
& Empowering  
Students to Become  
Lifelong Learners**

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## 5. PBIS – Positive Behavior Intervention and Support

Mexico Middle School is a Positive Behavior Intervention and Support school. Positive Behavior Intervention and Support (PBIS) is a data-driven system approach to behavior management that focuses on routines, procedures, and positive specific feedback. These behavior expectations are directly taught, and students are positively reinforced when they demonstrate these school-wide expectations. Examples of expected behaviors are illustrated by the Mexico Middle School PBIS matrix, while not all inclusive, students will be taught expectations in a variety of settings.

The behavior expectations of Mexico Middle School are for students and staff to BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE. Students are rewarded with various incentives as well as monthly and quarterly rewards for demonstrating expectations. In the classroom, students are taught the “bulldog Way” and are reminded daily of what it means to “be a learner and do your best at MMS.”

The primary goals of PBIS are to prevent the development of inappropriate behavior, reduce ongoing patterns of problem behavior, and increase the likelihood of improved performance at all students through teaching and learning time that is gained when the numbers of inappropriate behaviors are reduced. Any behavior or choice that interferes with the growth and/or learning of Mexico students is not acceptable.



## 5.1. PBIS Matrix

### Mexico Middle School PBIS Behavior Matrix

	All Settings	Classroom	Hallways	Am Routine	PM Routine	Assemblies	Cafeteria	Library
Responsible	<p>Keep hands, feet and objects to self</p> <p>Notify teachers of unsafe conditions</p> <p>Solve conflicts calmly</p> <p>Maintain/respect personal space</p> <p>Keep backpacks and coats in locker</p>	<p>Use furniture/objects for their intended purpose</p>	<p>Always walk facing forward</p> <p>Stay to the right half of the hallway</p>	<p>Once in building remain in the building</p> <p>Obtain permission before entering a classroom</p>	<p>Once you leave the building you will need permission to return</p> <p>Cross at Grosswalks</p> <p>Walk bike until off school property</p>	<p>Stay seated when appropriate</p> <p>Enter with teacher &amp; sit in assigned area</p>	<p>Notify adults about large spills</p> <p>Avoid contact with face &amp; hair while getting tray</p>	<p>Use furniture/objects for their intended purpose</p> <p>Step stools are to be used to reach high shelves</p> <p>Enter library after 7:40 bell with permission</p> <p>Enter library for academic purpose</p>
Respectful	<p>Use acceptable language &amp; manners</p> <p>Use quiet voice</p> <p>Appropriately control emotions</p> <p>Keep building clean</p>	<p>Be seated &amp; ready to work</p> <p>Allow yourself &amp; others the opportunity to learn, listen &amp; speak</p>	<p>Avoid blocking lockers</p>	<p>Stay seated in areas that apply</p>	<p>Leave school property in a timely manner or be in your assigned area by 3:05</p>	<p>Eyes on speaker</p> <p>Talking only when appropriate</p> <p>Show appropriate appreciation</p>	<p>Use trays for intended purpose</p> <p>Use acceptable comments</p> <p>Line up at the back of the line</p>	<p>Maintain library as a Quiet Study Zone</p> <p>Leave book shelf walkways free</p> <p>Check in with librarian, if working independently</p>
Safe	<p>Follow handbook rules</p> <p>Follow all adults instructions</p> <p>Keep track of belongings, including planner</p> <p>Be where you are supposed to be, on time</p>	<p>Complete and turn in all assignments on time &amp; to the best of your ability</p> <p>Be honest &amp; trustworthy</p> <p>Stay on task</p>	<p>Move purposefully- with signed planner or pass</p>	<p>Be where you belong</p> <p>Eat breakfast in the cafeteria or be in your designated area</p>	<p>Line up &amp; stay in your bus line</p>	<p>Use bleacher walk ways</p>	<p>Dispose of gum in trashcan</p> <p>Pick up after yourself</p> <p>Finish breakfast by 7:50</p>	<p>Return library materials to Book Drop - on time &amp; in good condition</p> <p>Take responsibility for your own fines</p> <p>Take care of library business promptly</p>

Living Document - Revised June 10, 2014



## 5.2. PAWS – Employability Standards



Standard	Advanced (4)	Proficient (3)	Basic (2)	Below Basic (1)
<b>Responsibility</b>	Student comes to PAMS everyday on time, with the necessary materials and stays in PAMS without needing to go to other rooms or locker unnecessarily.	Student comes to PAMS almost every day on time, with the necessary materials and stays in PAMS without needing to go to other rooms or locker unnecessarily.	Student comes to PAMS half of the time- on time, with the necessary materials and stays in PAMS without needing to go to other rooms or locker unnecessarily.	Student comes to PAMS on time less than half of the time, with the necessary materials and stays in PAMS without needing to go to other rooms or locker unnecessarily.
<b>Attitude</b>	Student always comes to PAMS with a positive attitude and does not complain about PAWS activities. The student is always kind as well as respectful to the teacher and classmates.	Student comes to PAMS almost every day with a positive attitude and does not complain about PAWS activities. The student is almost always kind as well as respectful to the teacher and classmates.	Student comes to PAMS half of the time with a positive attitude and complains often about PAWS activities. The student many times is not kind as well as respectful to the teacher and classmates.	Student comes to PAMS with a positive attitude less than half of the time and complains frequently about PAWS activities. The student is almost never kind or respectful to the teacher and classmates.
<b>Problem Solving</b>	Student always tries to be proactive in finding solutions to obstacles in coursework or class activities. Student does not give up when confronted with a problem.	Student almost always tries to be proactive in finding solutions to obstacles in coursework or class activities. Student does not give up when confronted with a problem almost all of the time.	Student tries to be proactive in finding solutions to obstacles in coursework half of the time. Student does not give up when confronted with a problem half of the time.	Student tries to be proactive in finding solutions to obstacles in coursework less than half of the time. Student almost always gives up when confronted with a problem.
<b>Communicates Effectively</b>	Student always uses a respectful tone of voice, exhibits positive body language, actively listens to others, takes turns talking and listening, and chooses words that are helpful not hurtful.	Student, when reminded once, uses a respectful tone of voice, exhibits positive body language, actively listens to others, takes turns talking and listening, and chooses words that are helpful not hurtful.	Student needs multiple reminders to use a respectful tone of voice, exhibits positive body language, actively listens to others, takes turns talking and listening, and chooses words that are hurtful, not helpful.	Student need frequent reminders to use a respectful tone of voice, exhibits positive body language, actively listens to others, takes turns talking and listening, and chooses words that are hurtful, not helpful.
<b>Initiative</b>	Student always begin and continue working the entire period without being told. When the student finishes an assignment can independently find work or read without disrupting others.	Student, when reminded once, will begin and continue working the entire period without being told finishes an assignment can independently find work or read without disrupting others.	Student begins working after being told and when the student finishes an assignment sometimes will find work independently or read without disrupting others.	Student almost never begins working before being told. When the student finishes an assignment, he/she cannot independently find work or read without disrupting others

**The goal of PAWS is to build connections with students while supporting MMS building goals to improve reading and behavior!**





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## 6. Middle School Information

The following information presents key items of information directly related to the Middle School.

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### 6.1. Alcohol and Drugs

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

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

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### 6.2. Arrival and Dismissal

The middle school day runs from 7:54 AM through 3:00 PM. Students may enter the school through the front or cafeteria doors beginning 7:25 AM. We suggest students arrive by 7:45 AM. After 7:48 AM, all students and visitors must enter through the front doors. All other doors will remain locked. Visitors will be required to identify themselves and their purpose for entering the building via intercom/buzzer system before entering building. Visitors will be required to wear visitor badges while in the building.

Only students who are under the direct supervision of a faculty member may be in the building after 3:15 PM. Students are asked to leave campus immediately after school and not return.

We understand mornings are busy, but for student safety, students may only be dropped off after 7:25 AM. Students are not to leave campus at the end of the school day and then return. The



district is not responsible for supervising students outside the stated times. Parents are **not to drop off or leave children at school during unsupervised times.**

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### 6.3. Activities and Athletic Policies

We believe that interscholastic activities should be an integral part of our educational experience. This experience contributes to the education of our students, student spectators and patrons providing an opportunity to acquire knowledge, skills and emotional patterns that help make them better citizens.

There are three major points to the academic requirement for athletes and students involved in MSHSAA activities:

To serve as a guide to help students meet the minimum academic requirements for participation in activities at Mexico Schools.

To reinforce the belief that all students can be successful in their studies at Mexico Schools.

To reinforce the expectation of a minimum level of academic competence expected at Mexico Schools.

#### **Grade Eligibility:**

Grade Eligibility:

- a) Each student involved in any MSHSAA-sponsored extracurricular activity will have their initial eligibility determined by MSHSAA standards at the beginning of each season and at the end of each quarter. (Must have passed 6 of 7 classes the previous quarter at MMS). Seventh grade athletes who are promoted from sixth grade the previous school year are automatically eligible to participate the first quarter. Students repeating seventh grade will not be eligible to participate.
- b) Each MMS student will have their grades checked each week. Progress reports and quarterly grades will qualify as official grade checks.
- c) Any student passing maintains eligibility.
- d) Only grades found during official grade checks will be utilized in determining if a student is in need of academic intervention. Any student with one failing grade



may practice with his/her team, and maintain athletic eligibility to represent Mexico Middle School in competition.

- e) Any student found to have two or more failing grades may attend practices and team functions as long as they fulfill their intervention obligations, but may not compete against another school until at least one grade improves.

### ***Catch Up Café***

The initial instance that any student is found to have one or more failing grades during a grade check will result in that student being assigned Catchup Café for a probationary period (seven calendar days) during which time they will be required to work toward bringing their grade to a passing standard in the following manners. At the end of the probationary period, their grades will be checked for improvement. If a student does not raise all grades to a passing standard, they will serve an additional week in Catchup Café, and will continue to be assigned Catchup Café until all grades are found to be a passing level on a subsequent grade check.

- a. The Catchup Café tutoring session is held every day for a week either in the morning (7:15 a.m. - 7:50 a.m.) OR afternoon (3:04 p.m. - 3:50 p.m.) during active sports seasons. If all failing grades are brought to a passing level as found on the weekly grade check, the student is not required to attend Catchup Cafe' the following week.
- b. MMS students with two or more failing grades are suspended from athletic competition, but may attend practices and team functions as long as they fulfill their Catchup Cafe obligations. They may never, however, compete against another school until at least one of these grades is improved.
- c. If a student does not attend a mandatory study hall (Catchup Cafe) while on probation (without a legitimate excuse), he/she will be subject to the same consequences as having a failing grade and will be ineligible to participate in MSHSAA sponsored activities.
- d. Coaches/sponsors are encouraged to monitor grades on a regular basis and still maintain authority to impose higher academic standards, remove a student from their team/activity for repeated violations of this policy or violations of other team behavior/discipline rules. In addition, all rules and consequences for inappropriate behavior remain in place



and students may be removed from team/activity for inappropriate behavior.

- e. A review panel will be established to consider unusual situations that arise during the year. The panel will consist of an administrator, a coach/sponsor not directly involved with the situation/student and the student's guidance counselor. This panel will review the situation, consult with the assistant superintendent and make a final determination.

### ***Drug and Alcohol Free – Eligibility Requirement***

- a) The use/possession of drugs and or alcoholic beverages is strictly forbidden at any time during the calendar year.
- b) 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.
- c) 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.

### ***Equipment***

- a) Equipment will be issued to those students who have completed all the requirements for participation. Any faulty or unsafe equipment should be reported immediately.
- b) All school issued equipment must be returned and checked by the coach/director or manager. Equipment must be cleaned when returned.



- c) Any outstanding equipment will be charged to the student fines and fees. All fines and fees must be paid in order to participate in 8<sup>th</sup> grade promotion and senior graduation.

### ***Injury Information***

- a) Report all injuries, no matter how small, to your coach/director.
- b) Standard first aid is provided for all minor injuries. Major injuries will be referred to medical authorities.

### ***Student Requirements for Participation***

- a) Students who participate in Athletic activities must successfully pass a physical examination by a licensed physician. The document provided by the school, includes the following parts; Physical Examination, Parent Permission and Insurance documentation.
- b) The Mexico Middle School also requires a student Pledge and an emergency contact form to be completed and turned in to the coach.

### ***Transportation to and from Events***

- a) All participants **must ride the bus.**
- b) Parents or guardian may pick up their children after signing them out with the Coach or sponsor.
- c) **No parent can transport another child home from an event.**



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## 6.4. Attendance

### ***Attendance policies***

We encourage all students to strive for 96% attendance or better! There will be 100% attendance incentives throughout the year. Attendance is reported by minutes, not by days. Therefore, if a student is late or checks out early, it is no longer 100% attendance. 100% attendance means 100% of the time, every minute of the day.

The Mexico Middle School, conforming to attendance regulations established by the State Department of Education, maintains an attendance policy for the student body. With this in mind, the following attendance regulations will prevail:

“A parent, guardian, or other person in this state having charge, control, or custody of a child between the ages of seven and sixteen years of age shall cause the child to attend regularly some public, private, parochial, parish, or home school not less than the entire school term of the school which the child attends.” (RsMo167.031)

Regular attendance is very important to students who wish to be successful in school. Students who do not attend regularly find it difficult to keep up with their regular class assignments. Although students with excused absences are allowed to make up work, it is very difficult, if not impossible, for students to acquire information covered in class discussions. It is possible, in cases of excessive absences, for the parent(s) to be referred to Audrain County Juvenile Office, Children’s Division, and/or the Prosecuting Attorney.

Parents should notify the school if their child will be absent from school by calling the office at 581-4664. An absence will be considered unexcused if there is NO parent contact, either by phone, email or note.

Students receive an excused absence when they are absent from school for the following reasons:

1. Illness of the student. Please bring/send the medical excuse from the Doctor to the school office when your student returns which indicates the date and time of your child’s appointment/absence.
2. Serious illness of a member of the family which necessitates the absence of the student.



3. Death in the immediate family.
4. Such other absences which have had the prior approval of the principal. Students who plan to be absent for reasons other than the first three listed above should seek approval by contacting the principal's office prior to the absence. Students with excused absences will be allowed to make up work missed during their absence.
5. Vacations and trips are excused **only if taken with parents or guardian and give prior approval by the Principal, unless taken in an emergency.** Trips should be planned with the least amount of disruption to the school calendar/schedule.

### ***Attendance Reminders***

Students, school is your first and most important job. You are learning more than academics. You are learning how to show up on time, be there every day, and participate 100%. These skills help to develop a positive work ethic.

Students who attend school regularly are more likely to graduate and find good jobs. In fact, a high school graduate makes, on average, a million dollars more than a drop out over a lifetime.

### ***Make Up Work***

When an absence has been excused, students should ask their teachers for assignments for making up schoolwork missed. Homework will be sent home to students with an excused absence upon parental request. **Parents should request homework by 10:00 AM.** This homework can be picked up the same day. Homework will be available for pick up between **2:30 PM and 3:30 PM.** If homework is requested, students are responsible for completion upon return.

Any student having an excused absence from school will have one day for each day missed to make up the class work. The opportunity is **NOT given to students who delay the securing of such assignments or when their absence has not been excused.**

In the case of physical work missed (i.e. Art, Physical Education, etc.), it is entirely up to the teacher to decide on make-up work. The work must be completed within the total number of days missed.

When a test or any other assignment has been announced during a student's presence, prior to the absence, the student will be expected to take the test upon return. In the case the student is absent when the test is announced, the student will not be required



to take the test immediately upon return. The teacher may extend the limit as necessary.

Assignments missed during unexcused absences may only be made up through special arrangements. The student will receive a grade of "F" for any work missed.

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## 6.5. Assignment Recovery

Students may be assigned Assignment Recovery through the following process:

1. Student's Team makes initial request to the MMS Administration due to incomplete academic work for any reason.
2. Parent is contacted to discuss Assignment Recovery.
3. Student is assigned Assignment Recovery. Assignment Recovery takes place in the ISS room.

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## 6.6. Awards and Honors

An Awards Assembly for each grade level will be held near the end of the school year. Athletic Awards will be distributed for each season. Other celebrations and special events will be scheduled during the school year. Parents are cordially invited to attend these activities. Times will be posted on the school's online calendar.

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## 6.7. Backpacks

Due to crowded classrooms and hallways and considering student safety, students are not allowed to carry backpacks or other book bags during the school day. Backpacks and book bags may be carried to and from school, but must be left in lockers during school hours.

Students will be allowed to go to their lockers before 1<sup>st</sup> hour classes and during passing time to get necessary books and supplies. This includes small size back packs.

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## 6.8. Bicycles

Students riding bicycles to school should park them at the bicycle rack on the south side of the building and lock them securely to the rack. When leaving school, students should walk their bicycles back to the street before riding them. For the safety of all students, bikes should not be ridden on the parking lot during school hours. **The school is not responsible for bicycle damage or theft.** Please be sure to lock your bike securely.



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## 6.9. Cafeteria

**All students at Mexico Middle School receive free breakfast and lunch.**

Breakfast will be served to students from 7:30 AM until 7:50 AM. Students arriving after 7:50 AM can get a Grab and Go breakfast from the Cafeteria. There is to be no food taken out of the cafeteria except for the breakfast Grab and Go.

A la carte items such as juice, ice cream bars, and extra milk are also available at lunch. Prices will be posted in the cafeteria. All students are allowed to purchase a la carte items to accompany their lunch. Students are not allowed to charge a la carte items.

The price for lunch for a visitor to the school is \$3.35.

Mexico Middle School uses an automated system that allows students and their parents to add money in their account for a la carte items. Every student will be assigned a PIN number to use.

**No commercial fast food is allowed in the cafeteria.** Students may bring food from home for lunch. This food and drinks must remain in the locker until lunchtime. Drinks must remain sealed. No opened containers are allowed in lockers or other areas of the building with the exception of water bottles. Water bottles must be clear. "Energy drinks," such as Rock Star, Monster, Amp, Red Bull and other similar products are not allowed in the building. These drinks are subject to confiscation and disposal by teachers/administration.

**Please refer to District Policy EF for further information.**

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## 6.10. Change of Address

It is important that every student maintain an up-to-date record at the school office. Notify the school immediately if there is a change of address, telephone number, employment, parents' marital status, etc. during the school year. You must provide the school with proof of your change of address at the time of notification.

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## 6.11. Daily Bell Schedule

The doors of Mexico Middle School open to students at 7:25 am. Students should not be on campus until this time unless a Mexico Public Schools bus drops them off at the school or the student is serving Catch-up Café. Classes begin promptly at 7:54 am.



Regular		Assembly		Early Out		Late Start	
1 <sup>st</sup>	7:54-8:44	1 <sup>st</sup>	7:54-8:26	1 <sup>st</sup>	7:54-8:25	1 <sup>st</sup>	10:00-10:35
2 <sup>nd</sup>	8:48-9:38	2 <sup>nd</sup>	8:30-9:02	2 <sup>nd</sup>	8:29-9:00	2 <sup>nd</sup>	10:39-11:14
3 <sup>rd</sup>	9:42-10:32	3 <sup>rd</sup>	9:06-9:38	3 <sup>rd</sup>	9:04-9:35	3 <sup>rd</sup>	11:18-11:53
4 <sup>th</sup>	10:36-11:26	4 <sup>th</sup>	9:42-10:14	4 <sup>th</sup>	9:39-10:10	5 <sup>th</sup>	11:57-1:12
5 <sup>th</sup>	11:30-12:42	6 <sup>th</sup>	10:18-10:50	6 <sup>th</sup>	10:14-10:45	4 <sup>th</sup>	1:16-1:48
6 <sup>th</sup>	12:46-1:36	7 <sup>th</sup>	10:54-11:26	7 <sup>th</sup>	10:49-11:20 Lockers	6 <sup>th</sup>	1:52-2:24
7 <sup>th</sup>	1:40-2:30	5 <sup>th</sup>	11:30-12:42	5 <sup>th</sup>	11:25-12:30	7 <sup>th</sup>	2:29-3:00
PAWS	2:35-3:00	PAWS	12:47-1:25 2:50-3:00				
Lunch: 11:30 - 11:52 6 <sup>th</sup> 11:55 - 12:17 8 <sup>th</sup> 12:20 - 12:42 7 <sup>th</sup>		Lunch 11:30 - 11:52 6 <sup>th</sup> 11:55 - 12:17 8 <sup>th</sup> 12:20 - 12:42 7 <sup>th</sup> Dismiss to Gym at 1:25 for Assembly		Lunch: 11:25 - 11:46 6 <sup>th</sup> 11:47 - 12:08 8 <sup>th</sup> 12:09 - 12:30 7 <sup>th</sup>		Lunch: 11:57 - 12:22 6 <sup>th</sup> 12:22 - 12:47 8 <sup>th</sup> 12:47 - 1:12 7 <sup>th</sup>	

## 6.12. Dress Code – Policy JFCA-AP1

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.

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## 6.13. Discipline

The faculty and administration at Mexico Middle School have high expectations for student conduct. We hold all MMS students to these high standards. Discipline in our school is based on common sense, respect for others, and fairness. The main goal in school is education. Any student creating a disruption of learning will receive consequences. All students and staff members have the right to respectful treatment and a positive learning environment. This school protects each student's right to an education without interruption or disruption.

The following are examples of prohibited behaviors and their possible consequences. This is an illustrative, but not all-inclusive, list. The district's full student discipline policy can be viewed at <http://mexicoschools.net>. A copy is also available in the school office.

### ***Academic Dishonesty***

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

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

### ***Arson***

Starting or attempting to start a fire or causing or attempting to cause an explosion.

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



- Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

## **Assault**

- Using physical force on another person (including student or staff), such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
  - First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
  - Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.
  - First Offense: 10-180 days out of school suspension or expulsion
  - Subsequent Offense: Expulsion.
- *The crime of assault while on school property is defined and classified as a Class D felony.*

## **Automobile / Vehicle Misuse**

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

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

## **Bullying and Cyberbullying – Policy JFCF**

Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-



calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

### ***Bus or Transportation Misconduct – Policy JFCC***

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

### ***Dishonesty***

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

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

### ***Disrespectful or Disruptive conduct or Speech, Insubordinate Behavior or Gang Related Activities (see Policy AC if illegal harassment or discrimination is involved)***

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

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

### ***Drugs / Alcohol – Policies JFCH, JFCH-R and JHCD***

- Possession, sale, purchase or distribution of any over-the-counter drug,



- herbal preparation or imitation drug or herbal preparation.
  - First offense: In-school suspension or 1-180 days out-of-school suspension
  - Subsequent Offense: 1-180 days out-of-school suspension.
  
- 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.
  - First Offense: In-school suspension, 1-180 days out-of-school suspension.
  - Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
  - In order to reduce a suspension or return from an expulsion for a drug/alcohol offense, the student must agree to be evaluated by a trained chemical dependency counselor who will provide the school district with a professional opinion concerning use/misuse/addiction. The parent or guardian will be responsible for all expenses incurred for evaluation and treatment. The contacted agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process.
  
- 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

## **Extortion**

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

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



### ***Failure to Care for or Return District Property***

Loss of failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

### ***Failure to Meet conditions of Suspension, Expulsion or Other Disciplinary Consequences***

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titles, "Condition of Suspension, Expulsion and other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

- First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### ***False Alarms (see also "Threats or Verbal Assault")***

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

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

### ***Fighting (see also "Assault")***

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.

## ***Gambling***

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

## ***Hazing***

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

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

## ***Incendiary Devices or Fireworks***

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

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



## ***Nuisance items***

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

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

## ***Public Display of Affection***

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

## ***Sexual Harassment – Policy AC***

Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

- 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.

Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

- 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.

## ***Sexting and / or Possession of Sexually Explicit, Vulgar or Violent Material***

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar



or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

- First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

### ***Technology Misconduct – Policy EHB and Regulation EHB-R***

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

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

Violation other than those listed in "a," or of Policy EHB and regulation EHB-R, administrative procedures or etiquette rules governing student use of district technology.

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

Violations, other than those listed in (1) or (2) above, of Policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

Use of audio or visual recording equipment in violation of Policy KKB.

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



## **Theft**

Theft, attempted theft or knowing possession of stolen property.

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

## **Threats or Verbal Assault**

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

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

## **Tobacco**

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

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

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

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



### ***Truancy – Policy JEDA***

Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absence, even with the consent of parents/guardians.

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

### ***Unauthorized Entry***

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

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

### ***Vandalism – Policy ECA***

Willful damage, misuse or an attempt to cause damage to real or personal property belonging to the school, staff or students.

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

### ***Weapons - 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 of 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.

### ***Additional Disciplinary Consequences***

**Lunch Detentions** are assigned during the student's regularly scheduled lunch period.

**After-School Detention** is from 3:05 PM.-3:50 PM, Monday through Friday if school is in session. Failure to serve will result in additional consequence. When a student is assigned an After-School Detention, at least a 24-hour notice will be given to the parents of the student in order for transportation to be arranged, unless parents approve same day consequences. After-School Detention will be canceled if school is dismissed early due to inclement weather.

### ***In-School Suspension***

The In-School Suspension (ISS) program was initiated as an alternative to out-of-school suspension, thereby permitting a student to continue academic work and to receive credit for the assignments completed. In-school suspension will be supervised at all times by an assigned supervisor who will enforce specific rules.

**If student is assigned ISS they may not participate in school activities or athletic practices or events until the following school day.**

Students truant or tardy to ISS will be assigned one additional day for each day truant or tardy. Students with an excused absence from school while assigned to ISS must complete the days missed upon return to school. Infraction of ISS rules may result in suspension from school. Students suspended from ISS must return to ISS to complete the entire number of originally assigned days. Work not completed in ISS is considered homework and should be turned in the following school day to avoid late penalties.



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

Out-of-school suspension (OSS) is the most serious discipline used by the school. It is assigned only when other methods have failed. During OSS, students may not attend school, nor are they allowed on any Mexico School District property or any event sponsored by the schools. Please be reminded that snow days, holidays, scheduled days off are not school days and, therefore, do not count as out-of-school or bus suspension days.

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### **6.14. Electronic Devices**

Electronic devices including, but not limited to, cell phones, cameras, mp3 players, lasers, and electronic games are not to be used, seen, or heard between the hours of 7:48 AM or when the first bell rings and 3:00 PM unless approved by an administrator.

All electronic devices, including cell phones, are to be stored in your lockers during school hours. These devices are subject to confiscation by staff, teachers or administration. Confiscated items will be held in the office and must be picked up by a parent during school hours, 7:30am- 3:30pm ONLY.

Students are not allowed to have laser pointers or shocking devices in the building. Possessing a shocking device will result in an automatic referral. The school is not responsible for lost or stolen electronic devices or other personal property.

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### **6.15. Emergency Communications**

We realize in any emergency there exists a high level of concern for children. However, please do not call the schools. The telephone lines will be utilized for emergency calls to the appropriate authorities. The district will utilize the SISK12 calling system and radio/TV stations listed below to make public announcements relative to the emergency, preparedness activities, and the status of students and staff. **KWWR-FM 95.7, KXEO-AM 1340, KOMU TV 8**, <http://mexicoschools.net>. School Reach calls will often go out in times of emergency. This is yet, another important reason to keep your contact information updated in our system.

Please update all numbers to ensure you received the calls.

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### **6.16. Fees and Fines**

Failure to meet fiscal obligations may result in the suspension of privileges granted by the school. Library fines are to be paid and receipted in the library. All other fines should be paid and receipted at the Mexico Middle School Office. A \$10 service charge will be applied to all



checks returned by the bank for insufficient funds. Unpaid fines will be attached to student’s permanent SISK12 file. Also, **non-payment of school fines will hinder the student from participating in 8th grade promotion as well as senior commencement until fines are paid in full.**

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### 6.17. Field Trips

All students participating in any school-sponsored field trip must have their parents fill out “Field Trip Permission” forms prior to taking the trip outside the Mexico area. Verbal approvals via phone call to the office are not substitutes for the actual field trip forms. The form must be turned in to the office prior to the trip. These forms provide the school with the parent’s permission for students to take the field trip. Poor grades, behavior and/or attendance may exclude a student from participating in a field trip.

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### 6.18. Grading

Parents will be notified by e-mail or mail midway through each quarter if their student is making a D or an F in a class. Parents are encouraged to check their child’s grades on SISK12 and contact the teacher with any questions. A link to SISK12’s Parent Portal can be found on the district website: <http://mexicoschools.net>. You may contact the school office to request your user ID and password be e-mailed to you.

Report cards, indicating the achievement of students, are issued at the end of each quarter, which consists of nine (9) weeks. The report card should be examined by the parents. Grades are indicated by the letters: A-excellent, B-above average, C-average, D- below average, F-failure, and Dr-drop.

Mexico Middle School Grading Scale is based on the SIS default system:

Percent	Letter	Percent	Letter	Percent	Letter
94-100	A	77-79	C+	60-63	D-
90-93	A-	74-76	C	59-below	F
87-89	B+	70-73	C-	0.00	Incomplete
84-86	B	67-69	D+	0.00	No credit
80-83	B-	64-66	D		



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## 6.19. Hall Passes

Students are expected to **have teacher permission** to be out of class during a class period. Passes will not be given during PAWS. Students will either carry their **signed planner or have a teacher prepared hall pass** to be in the hallways, restrooms, or visiting the office or nurse. Teacher' signed and dated planners **are required** to use the office phone.

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## 6.20. Health Policies

### ***Physical Examinations***

The Board of Education recommends each child entering the Mexico Public Schools and those entering the ninth grade have a physical examination report from the family physician. All transfer students are encouraged to have a physical examination unless such information is provided in the transferred records.

### ***Immunizations***

Immunizations against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, and Hepatitis B are required. An immunization record must be present 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 student has been immunized according to state law.

### ***Administering Medicines to Students Policy JHDC***

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

### ***Prescription Drugs***

- The medication shall be in the original container labeled with the physician's prescription and in a prescription bottle that contains the student's name, name of the drug, dosage, frequency of administration, how the medication is to be given and the doctor's name.
- Parents shall authorize school personnel to give medication. This authorization must be in writing on the Medication-Parent form H.F.-13 provided by the school.



### **Non-Prescription Drugs**

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

### **Cough Drops**

- Students may be permitted to carry cough drops on a limited basis at the discretion of administration.

### **District Rights for Administering Medicine**

- The District retains the right to reject requests for administering medication.
- The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.
- Students observed by school personnel self-administering unauthorized medications will be reported to their parents by school administration.
- A copy of this regulation will be provided to parents upon their request.

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## **6.21. Health Services**

Each building is staffed with a Registered Nurse (RN) or Licensed Practical Nurse (LPN). The nurses are charged with the responsibility of record keeping and caring for children during the school day.

- If a student is ill or injured and must be excused from school during the regular school day, the student must first report to the nurse's office. If the student must be sent home, a parent or guardian will be contacted. **It is vital that all parents provide the school with an emergency telephone number to be used in case the parent cannot be reached.**
- **Remember, students must check out through the office before leaving the building.**
- **CDC defines fever as a body core temperature elevation above 100.4°F. Students will be excluded from school with a temperature above 100.4°F. Students may return when fever free 24 hours.**
- Students who return to school after having been absent with a communicable disease must be cleared by a doctor with a written excuse or by the school nurse/health aide.



- If the nurse's office is closed, students are to report to the principal's office.
- Every accident involving students on school property or on a school sponsored trip must be reported immediately to the faculty member in charge.

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## 6.22. Lockers

Students will be assigned a hall locker and a P.E. locker for the storage of school supplies and books. **Students are not permitted to share a hall locker.** Students are to report to the office any locker damage. The school does not assume responsibility for articles lost from lockers.

**Never give another student your locker combination.**

Separate lockers for Physical Education use will be issued through that department. The administration of the Mexico Middle School reserves the right to search any and all lockers at whatever time, for whatever reason deemed necessary. This right is reserved to maintain the integrity of the school environment and to protect students. Lockers are not student owned, but school owned. Please use only magnets to hang things in your locker.

### ***How to Open Your Locker***

All students have been assigned a locker number and a three-digit series that looks like this-“20-10-30”. You will receive your combination as part of your registration materials.

### ***To open your locker***

To open your locker:

1. **Turn right** (clockwise) three or more whole turns and stop at first number.
2. **Turn left** (counterclockwise) one whole turn, passing the second number once, and stop at the second number the second time around.
3. **Turn right** (clockwise) and stop at the third number
4. Lift locker handle and pull out on the door.

### ***Locker Problems***

If your locker does not work properly, fill out a Locker Problem Form and turn it in at the office. Requests for locker changes should be made in writing to the assistant principal using the Locker Problem form.

**No locker changes can be made without the approval of the Assistant Principal.**



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## 6.23. Lost and Found

The student's name should be written, stamped, or sewn on all books and personal articles, such as purses, jackets, caps, and eyeglass cases. All articles found around the building or grounds should be immediately taken to the office. The office will attempt to find the owner based on the label on the item.

Any library book found should be taken to the library.

**All items lost or stolen should be reported immediately.**

Please check the lost and found periodically to look for missing items.

**Unclaimed items will be donated at the end of each term to a local charity or help center.**

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## 6.24. Parent Information and Resource Center (PIRC)

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

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## 6.25. Physical Education

Physical Education is provided to all students in grades 6, 7, and 8. Some units may be coeducational.

- All students are required to participate in physical education unless they must be excused by medical reasons or for early check out.
- A temporary excuse from class participation consists of a note written and signed by the parent or guardian and approved by the office or school nurse<sup>4</sup>. **This written excuse is valid only for one day.**
- A doctor's excuse is necessary for an excused absence beyond one day. The doctor's excuse must explain the nature of the disability, any physical limitations, and when the student can be expected to return to full class participation.
- A student who is excused from physical education may not participate in **any other student activities that require physical exertion.**
- A student permanently excused from physical education may be assigned to a class other than a physical education activity.

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## 6.26. Pick up and Drop Off

Pick up and drop off instructions are for the safety of our students. Please be sure you are following the instructions below.



- **Do not park in, drop off or pick up students in the front circle drive.**
- Parents should pick up and discharge students in the back parking lot or in the parking inset on West Boulevard Street.
- The circle drive must be kept open for school buses between 7:15 am to 8:00 am and from 2:40 pm – 3:15 pm.
- Please be courteous of other drivers by not blocking traffic flow due to double parking.
- Students should cross the circle drive only at designated crosswalks and proceed to the Boulevard by using the front sidewalk. Please do not walk across the front lawn.

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## 6.27. Promotion - Retention – Policy

The decision to promote or retain a student is not made on the basis of any one factor. Any of the following factors that are pertinent or have a bearing on the individual case will be considered:

- Attendance
- Chronological Age
- Health Conditions
- Parental Recommendation
- Reading Level
- Social Development
- Subject Matter Achievement
- Teacher Recommendation
- Prior Retention

### ***Academic Promotion Requirements***

Promotion to the 6<sup>th</sup> Grade: A student will be classified as a sixth grader automatically upon promotion from the DESE accredited elementary school.

Promotion to the 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> Grade: A student will be promoted to the next grade when he'/she has met the following requirements:

- Passed six of the possible eight semesters from the following core subjects:
  - Language Arts
  - Mathematics
  - Science
  - Social Studies, and
- Passed four of the possible six semesters of Physical Education, Health, and Exploratory Classes.



On occasion, a student may be assigned to the 9<sup>th</sup> grade based on age/previous retentions. However, this is not an academic promotion. It is assignment due to age/previous retentions. In this case the student does not receive an academic promotion certificate.

**Academic Promotion does not ensure participation in the Promotion Ceremony.**

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## 6.28. PTO – Parent Teacher Organization

PTO is an organization dedicated to the betterment of communication between school and home. Parent involvement is vital to a student's academic success. Membership may be obtained during school registration or by attending the first meeting of the school year. Cost is \$5.00. Meeting dates will be published on the school calendar and posted on the school website (<http://mexicoschools.net>)

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## 6.29. Qualifying Events

A variety of events are scheduled throughout the year with a majority of these being qualifying events. **In order to qualify the student may not have ANY discipline referrals two weeks prior.** Supervised school social activities are considered an important part of middle school life. Each activity will be assigned faculty sponsors. Students working cooperatively with the sponsors and student council shall plan and be responsible for the activity.

The following rules apply to all social events:

- All school dances are qualifying events, which means no discipline referrals two week prior to the event.
- Only Mexico Middle School students who are currently enrolled may attend.
- Dress code Guidelines are in place for social events. Hats are the exception.
- Student who are absent the day of the event/activity are not allowed to attend.

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## 6.30. Searches

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. **This statement constitutes a formal warning.**



## **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.

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### **6.31. Services – District Obligation to Identify and 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 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 to 21 who are eligible to receive them. To be eligible, students are evaluated, after securing written parent permission, and must meet state-sanctioned criteria in order to receive these services. The district and its personnel will always partner with parents to create an educational plan that best meets the needs of students.

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### **6.32. Skateboards and Skate Shoes**

Students are not allowed to have skateboards at Mexico Middle School. This means a student may not bring a skateboard to school or ride a skateboard to and from school. Skateboards will be confiscated and must be picked up by a parent or guardian. This rule is for the safety of students and also to prevent theft. "Heelys" and other shoes with wheels may be worn at school only if the wheels have been removed. Wheels left in shoes may be confiscated and held in the office for parent pick up.



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### 6.33. Social Media – FaceBook, Twitter, Snap & Other Sites

If you use a web-based, commercial, non-education, social networking site to connect with friends, **be careful of how you represent yourself.** Remember it is PUBLIC. Technically it is against the law to have a Facebook site under the age of thirteen.

**ANY STUDENT POSTING OR INVOLVED ON SOCIAL MEDIA THAT DISRUPTS THE SCHOOL DAY COULD BE SUBJECT TO SCHOOL DISCIPLINARY ACTION.**

#### **Content**

- Watch what you say and how you say it! Do not use language that is obscene, defamatory, unprofessional, etc.
- Think before you post! Will what you are about to write reflect negatively upon you as a student or friend? Will it impair your reputation?
- Remember, the world is watching! Post only what you want everyone to see. Consider the possibility that students, parents, community members, school administrators and school board members will like visit your page, site or blog. When you post on a social networking site, it can be very difficult to remove.
- The Frist Amendment does offer protections in the online world, but those protections are not as expansive as you might think! Exercise care and caution.

#### **Privacy and Friends**

- Limit access to your personal information. But, be aware that your information may not be confidential even if you limit access.
- Consider whether you want to allow other people to post information on your “wall” or “site.” You may be held accountable to what they post.
- Consider whether to grant different levels of access to different friends.

#### **Cyber Night**

Mexico Middle School partners with Public Safety and community members to offer a Cyber Safety night during the school year. Take advantage of this night to learn about the ins and outs of Cyber Safety. This is a great opportunity to bring your student and learn together.

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### 6.34. Statewide School Violence – Hotline

Missouri’s Departments of Public Safety, Social Services, and Elementary and Secondary Education have joined together to offer a toll-free hotline to protect Missouri’s school children. Students, parents and school personnel are encouraged to call to report physical acts, threats, bullying,



intimidation, fights, and weapons on school property. Callers may remain anonymous. The calls are recorded and forwarded to local school districts and law enforcement agencies. The hotline number is **1-866-748-7047**. Hours of operation are 7:00 AM to 6:00 PM Monday through Friday.

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### 6.35. Student Council

The Student Council of Mexico Middle School is a school sponsored organization whose purpose is to develop student leadership, involvement, and school pride. The Student Council serves as a liaison between the student body and the faculty. Many projects done by the student council are aimed at developing organizational, leadership, and group communication skills. All students are eligible for an encouraged to join Student council. The moneymaking projects will focus on two goals. One is to provide financial support the student activities that promote school spirit. The other is to raise funds for school projects that will have a lasting effect on the well-being of the school.

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### 6.36. Student Files and Permanent Records

Permanent student records are maintained in the school office. These records include the student's grades, test scores, family records, health records, attendance records, record of honors, and student activities. In compliance with the Safe Schools Act of 1996, all or part of a student's discipline file may become part of that student's permanent record.

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### 6.37. Student Records

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [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 and eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the 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 the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as 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.
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

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. **If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.**

**The following information may be released without obtaining parental consent:**

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.

6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

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### 6.38. Student Honor Roll

Students having no quarter grades below an "A-" will have their names placed on the Principal's Honor Roll. Students having no quarter grade below a "B-" will have their names placed on the Scholastic Honor roll. Grading scales will be provided on request.

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### 6.39. Tardy to Class Policy

Tardiness is defines as any unexcused arrival of a student after the tardy bell. **All students who are tardy to first hour MUST REPORT TO THE OFFICE for a pass before going to class.** Students whose tardiness results from being detained by a faculty member and has a note verifying this will not be counted as tardy. Students are expected to be in class when the bell rings according to the PBIS Behavioral Matrix. Tardiness per week with consequences as follow: First-Warning, Second-Lunch Detention, Third-Lunch Detention, Fourth-After School Detention, and Fifth-ISS. Three or more tardies in one day will result in a half-day ISS.

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### 6.40. Teacher Certification

Our school district always strives to have fully verified personnel. At Mexico Middle School, all staff are properly certified in his/her role at school. However, any parent is welcome to send a written request for a copy of a staff member's certification to: Bethany Collins, Superintendent's Office, 2101 Lakeview road, Mexico, MO 65265. We offer this in compliance with Missouri school law and as an assurance to our patrons.



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## 6.41. Telephone usage

During the school day, use of the telephone must be approved by the office. Students will **not be excused from class** to make personal telephone calls, including after school plans. **Please make after-school plans in the morning.** Incoming calls will be taken for students and the message delivered to the student. Only in an extreme emergency will a student be called from class to answer a telephone call. A telephone, located at the front office, is available for student use. **Students must obtain permission from the office BEFORE using any phone at the school. Planners must be signed and dated by their current teacher to serve as a pass for the phone.**

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## 6.42. Truancy

Truancy according to Policy JED, includes excessive non-justifiable absences, even with the consent of parents/guardians. **Any unauthorized absence from school will be considered truancy.** Any student leaving the school grounds before school starts after arriving at school will be considered truant, whether or not they are able to return to school before the tardy bell rings. This campus operates as a **closed campus**, and **any student leaving the campus during the school day without permission will be considered truant.**

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## 6.43. Visitors

It is the policy of the Mexico Public Schools that all visitors must check in at the office. Any visitor who is not accompanied by a staff member **must wear a visitor badge while at MMS and sign the visitor log.** Additionally, students are not allowed to bring guests to attend classes with them. Visitors will be required to identify themselves and their purpose for entering the building via intercom / buzzer system before entering building.

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## 6.44. Weather or Emergency Dismissal

In the event that school might be called off because of bad weather, equipment breakdown, or other unusual reasons, the general public will be notified by School Reach the SISK12's calling system and KXEO or KWWR.

- It is recommended that parents plan prior to an early dismissal such logistics as transportation, phone numbers, house keys, etc. If assistance in these situations is needed, contact the school at 581-4664.
- On a full school day, the district may opt to run buses on only blacktop roads if deemed necessary.
- A two hour delayed start may be used if travel/roads indicate. Buses would only run blacktop routes and there would be no breakfast served on a two hour delayed start



day. MMS doors would open at 9:30AM on a delayed start day and classes would start at 10:00AM.

- An early dismissal will be used in the event of changing weather during the day that could affect the evening bus transportation. Early dismissal would be at 12:30pm.
- School days that are canceled altogether will be made up in accordance with the approved Mexico 59 school calendar.

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## 6.45. Withdrawal and School Transfer

A pupil withdrawing from school should bring to the counselors' office a written request from the parents giving the reason for withdrawal, date of departure, and destination.

The student will be given a checkout sheet to be signed by each of his/her teachers during the day. At the close of the school day, this sheet should be returned to the counselors' office where the transfer will be completed.



# 7. District Policy – Every Student Succeeds

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b> 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.

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

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

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



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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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



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## 8. Mexico Public Schools Public Notices

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### 8.1. Commitment to Compliance to the American 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).

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### 8.2. 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.



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### 8.3. 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.

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### 8.4. 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.

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### 8.5. 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.

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## 8.6. 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.

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## 8.7. 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>



## 8.8. Notice of Nondiscrimination

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

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

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

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

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

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

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



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.

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## 8.9. 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.

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## 8.10. School District Report Card

The School District Report cards may be found on the School District web site <http://www.mexicoschools.net>, 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.

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## 8.11. 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.



## 8.12. Student Participation in Statewide Assessments – Policy II

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

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

## 8.13. 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.

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## 8.14. 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

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## 8.15. 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.



## 9. Bullying – Policy JFCF

### General

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

### Definitions

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

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

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

### Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's



antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

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

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

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

### **Investigation**

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

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



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

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

### **Consequences**

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

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

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

### **Policy Publication**

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

### **Training and Education**

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

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion.



Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

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

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

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

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

### **Additional School Programs and Resources**

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

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



## 9.1. Bullying Incident Report Form

### 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.

Your Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Check the appropriate response:

- I am a \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Staff \_\_\_\_\_ Volunteer

Date(s) of alleged 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

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

\_\_\_\_\_  
\_\_\_\_\_

Make 2 copies of this form. Copy 1 for the alleged bullying student's file. Copy 2 for the alleged target student's file. Original goes to the cumulative building file for bullying report forms.



## 9.2. Bullying Behavior and Discipline

### BULLYING BEHAVIOR AND DISCIPLINE

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

\* Consequences for each offense will include parent contact and possible juvenile office/public safety referral. Consequences for all SEVERE levels of bullying will result in a juvenile office referral and/or a report to public safety.

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



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## 10. Crisis Reunification

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

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



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## 11. Trauma Informed Schools Initiative

### Trauma-Informed Schools

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

Please visit the Missouri Department of Elementary and Secondary Education's website for more information about the Trauma-Informed School by visiting this website <https://dese.mo.gov/traumainformed> and learn more about the Missouri Model: A Developmental Framework for Trauma-Informed Schools by visiting this website <http://dmh.mo.gov/trauma/MO%20Model%20Working%20Document%20february%202015.pdf>



## 12. 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



# 13. 2018-2019 School Calendar

Mexico 59 2018-2019 School District																																									
Academic Calendar																																									
2018	2019																																								
<p><b>July</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	<p><b>January</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p> <p>20</p>																																								
<p><b>August</b></p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p> <p>13</p>	<p><b>February</b></p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28</p> <p>17</p>																																								
<p><b>September</b></p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p> <p>18</p>	<p><b>March</b></p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p> <p>18</p>																																								
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<p>First Semester</p> <table border="1"> <tr> <td>Aug</td> <td>Sept</td> <td>Oct</td> <td>Nov</td> <td>Dec</td> </tr> <tr> <td>13</td> <td>18</td> <td>21</td> <td>18</td> <td>14</td> </tr> <tr> <td colspan="5">Total Days</td> </tr> <tr> <td colspan="5">84</td> </tr> </table>	Aug	Sept	Oct	Nov	Dec	13	18	21	18	14	Total Days					84					<p>Second Semester</p> <table border="1"> <tr> <td>Jan</td> <td>Feb</td> <td>Mar</td> <td>Apr</td> <td>May</td> </tr> <tr> <td>20</td> <td>17</td> <td>18</td> <td>20</td> <td>12</td> </tr> <tr> <td colspan="5">Total Days</td> </tr> <tr> <td colspan="5">87</td> </tr> </table>	Jan	Feb	Mar	Apr	May	20	17	18	20	12	Total Days					87				
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<p>*Board Adopted January 16, 2018</p>	<p>Total Student Attendance Days 171</p> <p>Total Teacher Work Days 181</p> <p>8 PD Days, 2 P/T Conf Trade Days</p>																																								

[http://www.mexicoschools.net/UserFiles/Servers/Server\\_1206199/Image/2018-2019%20Calendar.pdf](http://www.mexicoschools.net/UserFiles/Servers/Server_1206199/Image/2018-2019%20Calendar.pdf):