

Mexico Middle School



STUDENT PARENT HANDBOOK 2025-2026

Mexico Middle School 1200 West Blvd. Mexico, MO 65265

[Visit the Webpage](#)



STUDENT PARENT HANDBOOK

Administration

Principal – Kyle Louder

Assistant Principal – Jennifer Barnett

Accreditations

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

Advanced Accreditation 2014

Recognized Professional Learning Community

Member of Missouri Student Councils

Mexico Middle School Website

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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. 573-581-4664

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2. MMS Mission and Vision

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

3. Behavior Management

Mexico Middle School is focused on empowering students to make positive behavioral choices. We approach behavior management through a tiered system of support. All students receive Tier 1 management including routines, procedures, and positive specific feedback in all classes. Behavior expectations are directly taught, and students are frequently positively reinforced when they demonstrate these school-wide expectations. Examples of expected behaviors are shared with students so they know what to do in all areas of the building.

The behavior expectations of Mexico Middle School are for students and staff to be SAFE, RESPECTFUL, and 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 Student Empowerment is to prevent the development of inappropriate behavior, reduce ongoing patterns of problem behavior, and increase the likelihood of improved performance of 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. Students may need extra behavioral interventions if they are struggling. They will be discussed at the Tier 2 and Tier 3 levels and have a specialized plan for improving their behavior depending on their needs.



3.1 CHAMPS Behavior System

CHAMPS is a behavior structure where each letter stands for a different aspect of the designated area or activity. The goal of implementing this structure is to have consistent expectations throughout the building that everyone can reference with common vocabulary. Clarifying expectations for all staff and students is important to helping structure influence behavior.

C-Conversation Level

H-Help (Who or how do you ask for help?)

A-Activity (Describe what happens in this designated area)

M-Movement (Is it a seated activity? Are you free to move about? Are you running/walking? etc.)

P-Participation (Who is and how are you participating?)

S-Success (What does success look like here?)

CHAMPS behavior structures are posted throughout the building and for various activities.

4. Middle School Information

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

4.1. 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.



4.2. Arrival and Dismissal

The middle school day runs from 7:54 AM through 3:00 PM. Students may enter the school through the front entrance or back cafeteria doors beginning at 7:30 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 remain locked. Visitors are required to identify themselves and their purpose for entering the building via intercom/buzzer system before entering the building. Visitors are 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.

Pick Up and Drop Off

We understand mornings are busy, but for student safety, students may NOT be dropped off or arrive on campus before 7:30 AM. 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**.

Pick up and drop off instructions are for the safety of our students and to ensure a smooth system for parents to quickly drop off and pick up to and from school. Please be sure you are following the instructions below.

- **Do not park in, drop off or pick up students in the front circle drive between 7:00 a.m. to 8:00 a.m. and 2:40 p.m. to 3:25 p.m. as those are bus drop off and loading times.**
- Parents should pick up and discharge students in the back parking lot or in the parking lot on West Boulevard Street.
- Please be courteous of other drivers by not blocking traffic flow.
- There are two lanes in the back lot. The lane closest to the grass is for loading and unloading. The yellow area is for students to walk on after being dropped off. The lane closest to the parking area is for driving through only. Do NOT drop off or pick up students in this lane.
- Students should cross the circle drive only at designated crosswalks and proceed to the Boulevard by using the sidewalk. Please do not walk across the front lawn.

4.3. 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:

- 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 during the first quarter. Students repeating seventh grade will not be eligible to participate.
- b) Each MMS student-athlete will have their grades checked each week during season. Progress reports and quarterly grades will qualify as official grade checks as well.
- 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.

Mandatory Athletic Study Hall - “MASH”

The initial instance that any student is found to have one or more failing grades during an in-season grade check will result in that student being assigned Mandatory Athletic Study Hall, called “MASH” for a probationary period (seven calendar days) during which time they will be required to work toward bringing their grade to a passing standard. 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 MASH and will continue to be assigned MASH until all grades are found to be a passing level on a subsequent grade check.

- a. If a student is in MASH, this does not immediately make them ineligible to play. MASH is an intervention to help students maintain their eligibility, as well as give



them an opportunity to improve their grades, or re-learn material with a tutoring teacher present.

- b. Identified student athletes **MUST** attend either AM (7:00 am) or PM (3:05-3:50) MASH to maintain their eligibility. If they miss the morning, they must attend in the afternoon, which will make them **LATE** to practice.
- c. MASH is **ONLY MON-THURS** (unless it is a shortened week)
- d. If a student athlete has 1 F, they **MUST** attend MASH. They are eligible to play in a game/match/meet, as long as they show up to MASH every day. If they do not show up to one of the sessions, **THEY ARE INELIGIBLE FOR THE WEEK**, and will be placed in MASH for the next week as well.
- e. If a student athlete has 2 F's, **THEY ARE INELIGIBLE** until one F improves. They may never compete against another school until their grades reflect only one or less failing grades. They can become eligible the day of an event, as long as the grade improves before 3:00 pm, **OR** before the team leaves. Coaches can determine a cut off time based on roster requirements for that Sport.
- f. The Athletic Director and the MASH sponsor will decide if students are removed from MASH. Each student will be given **ONE** opportunity to be prematurely removed from MASH, as long as all grades are above a 70% C-. If grades drop to failing at a later grade check, they will remain in MASH regardless of whether their grades improve or not.
- g. Grade checks are run every Thursday. If a student has an issue with a grade or a placement in MASH, they must talk to the MASH Sponsor or the Athletic Director. The Athletic Director handles any actions based on investigation. The Athletic Director is to decide which action to take if there has been an error.
- h. 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.
- i. 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) 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 substances. Consequences of a positive result are limited to the suspension or termination of the privilege to participate in MSHSAA-sponsored activities. Participation in MSHSAA-sponsored activities is a voluntary.. Students have no right to participate in these activities and these privileges are subject to revocation.

Violation	1st Offense	2nd Offense	3rd Offense	To be eligible
Possession or Use of Drugs; Alcohol Possession or Consumption; Theft of receiving stolen property; Any other violation of the law aside from minor traffic violations.	Suspension from 50% of athletic/activity season interscholastic or MSHSAA competitions.	365 day suspension from all MSHSAA governed extra-curricular activities.	Permanent suspension from all MSHSAA governed extra-curricular activities.	All charges, and court ordered consequences must be resolved and suspensions completed.
Possession or use of Tobacco products or e-cigarette products	Warning	Suspension from 50% of athletic/activity season interscholastic or MSHSAA competitions.	365 day suspension from all MSHSAA governed extra-curricular activities.	All charges, and court ordered consequences must be resolved and suspensions completed..
Failure to meet expected standards for behavior at school or at school events.	Coach and administration may use discretion in determining a student's eligibility.			All consequences assigned by the school must be completed.



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 8th 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

Students who participate in Athletic activities must successfully pass a physical examination by a licensed physician. The document is provided by the school, includes the following parts: Physical Examination, Parent Permission and Insurance documentation; linked here: [MSHSAA PPE Form](#)

Transportation to and from Events

- a) All participants **must ride the school bus to away events.**
- b) For away events, parents or guardians may transport their children home after signing them out with the Coach or sponsor after the event.

Only a child's parent(s) may transport their own child home from an event. (Parents may not transport any children other than their own.) IN-PERSON verbal AND written consent are required from a parent with the Principal or Asst. Principal to request another specifically stated parent be allowed to transport their child home from an event; which will only be approved due to special circumstances.

4.4. Attendance

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



attendance policy.

The Department of Elementary & Secondary Education expects schools to require each student's attendance be at the rate of 90% or higher. In fact, our school gets graded by the state department on each student's attendance rate.

Regular school attendance is necessary for a student to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. **It is not possible to teach someone who is not present.** There is a close relationship between strong attendance and strong academic performance, including persistence to graduation. There is a DIRECT relationship between poor attendance and class failure and dropouts. **It is the legal and moral responsibility of the parent/guardian to require their child attends school regularly.**

It is likely in cases of excessive absences, which would be indicated by an attendance rate lower than 80%, for the parent(s) and student to be referred to Audrain County Juvenile Office, Children's Division, and/or the Prosecuting Attorney.

DEFINITIONS

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

Attendance Rate – A student's attendance rate is calculated based on the number of school **minutes** attended divided by the number of school minutes available.

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

Types of Attendance	Qualifications
<i>Late Check-in/Early check-out –</i>	A student is a late check-in if the student arrives after the expected time. A student is an early check-out if the student leaves before the expected time. Late check- in and early check-out times will impact a student's attendance rate.



<i>Verified Absence</i>	An absence is verified by a parent or guardian calling the school office and giving the reason for absence of a student. Alternatively, the parent or guardian can communicate the absence reason through verifiable written or digital communication tools. These absences are still calculated in a student's attendance rate.
<i>Medically Verified Absence</i>	School is provided documentation from a medical professional verifying a reason for absence. These absences are still calculated in a student's attendance rate.
<i>Unverified</i>	An unverified absence is when the school has not been notified of the absence reason.
<i>Truancy</i>	A student is truant if the student is absent from school without the knowledge and consent of the parents. A student is also considered truant if the student leaves school without the consent of school staff.

VERIFIABLE ABSENCES

The following absences are eligible for verification, but are still calculated in a student's attendance rate. Documentation must be provided as indicated.

1. Illness or injury of the student, with a verification from the parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary with a verification from the parent.
3. Medical appointments, with an appointment confirmation by a medical provider.
4. Funeral, with a verification from the parent. The building principal may require a program or other evidence from services as well.



5. Religious observances, with a verification from parents.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with a verification from the parent.
7. Out-of-School suspension.

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

Consequences for Violations

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

1. Any time a student is absent and the parents have not contacted the school, an automated call will be made to the parents with a reminder to verify the absence.
2. When a student has an attendance rate below 90%, the parents or guardian will be notified by letter that the attendance rate has fallen below the 90% rate. The purpose of the letter is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying barriers to attendance and providing resources as available.
3. When a student has an attendance rate below 80%, the building principal or designee will have a phone conversation or schedule a conference with the parents. The purpose of this contact is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; to identify barriers to attendance and offer resource supports as available, and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

Note that any attendance interventions may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the



district will arrange for the student to receive instruction by other appropriate means.

4. If a student's attendance rate does not improve, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local juvenile office. Additionally, attendance rate will be used to determine whether the student may be retained or required to attend summer school as a condition of promotion.

Attendance Rate Chart

End of Month	Below 90%	Below 80%
September	3 or more days absent	5 or more days absent
October	5 or more days absent	10 or more days absent
November	7 or more days absent	13 or more days absent
December	8 or more days absent	16 or more days absent
January	10 or more days absent	20 or more days absent
February	12 or more days absent	24 or more days absent
March	14 or more days absent	27 or more days absent
April	16 or more days absent	31 or more days absent
May	18 or more days absent	35 or more days absent

Students are expected to make up assignments from missed classes within the time period established by their teachers.

Attendance Requirement To Attend Extracurricular Activities After School

Students must attend at least half the school day (or 3 hours and 36 minutes) to be allowed to participate or attend extracurricular activities after school in the same attendance day. If the student is absent from school on the last day of the week (E.g. Friday) and wants to participate in extracurricular event between the last day of school for the week (E.g. Friday) and the first day of the next week (E.g. Monday), approval from the principal is required.

Attendance Requirement To Attend School Dances

Students must have 90% or higher overall school attendance to attend school dances.



Attendance Incentives

Attendance incentives will be facilitated periodically throughout the year for those students with 90% or higher overall attendance. Additional attendance incentives will be provided for students with a specifically stated attendance percentage during a stated period of time. When considering incentives for attendance, there will be no designation of excused or unexcused absences. Every minute of time school is in session counts towards incentives, and all absences will count toward the student's allotted attendance percentage for each incentive.

Make Up Work

When an absence has been excused, students should ask their teachers for assignments for making up missed schoolwork upon their return. A list of homework assignments is available online via our school website or by phone request with the attendance secretary. Please see the MMS website for homework links. If **parents would like to request homework the same day as the absence, it needs to be requested by phone by 10:00 AM**. This homework can be picked up the same day at the office between 2:30 and 4:00 PM.

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 upon return 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 "0" for any work missed.

4.5. Assignment Recovery

Assignment Recovery is a program in which a student who failing multiple classes is given a list of all missing work and placed in the either the ISS room or the Bulldogs Alternative Resource Class to complete work. Students may be assigned Assignment Recovery through the following process:

1. Student's Academic Teacher Team or counselor makes an initial request to the



- MMS Administration due to incomplete academic work/failing grades.
2. After administrative approval, the parent is contacted by their student's counselor to discuss Assignment Recovery.

4.6. 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 at the end of 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.

4.7. Backpacks

Due to crowded classrooms and hallways and considering student safety, students are not allowed to carry backpacks, handbags, satchels, fanny packs, belt bags, purses or any other type of bag not needed for classroom learning during the school day. Bags may be carried to and from school, but must be left in lockers during school hours from arrival to 2:35. Students will pack up for dismissal and take their things to PAWS at 2:35 until the end of the day. Students will be allowed to go to their lockers before 1st-hour classes and during designated passing periods for each grade level to get the necessary books and supplies. The administration may approve certain bags on a case-by-case basis.

Students will be allowed to go to their lockers before 1st hour classes and during designated passing periods for each grade level to get necessary books and supplies.

4.8. Bicycles

Students riding bicycles, scooters, motorized scooters, or any other personal transportation device 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 transportation device when meeting walkers on the sidewalks. For the safety of all students, they should not be ridden in the parking lot during school hours. **The school is not responsible for damage or theft.** Please be sure to lock transportation devices securely.

4.9. Cafeteria: Food Service

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

Breakfast is served from 7:30 AM until 7:50 AM. There is to be no food taken out of the cafeteria. To have enough time to eat breakfast and be on time to 1st hour, students should arrive to school by 7:40 AM. Car riders and walkers who are late due to eating breakfast will receive a late-to-school tardy. Bus riders who are late to class due to the



time of their bus arrival and have ample time to eat breakfast will NOT receive a late-to-school tardy.

A la carte items such as juice, ice cream bars, and extra milk are sometimes available to purchase 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. 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 for their lunch and any a la carte items.

Fast food is not permitted in the cafeteria. Students are not allowed to have food or drinks delivered through a delivery service such as "Door Dash." Any such deliveries will be denied.

Students may bring food from home for lunch. Drinks must remain sealed. No opened containers are allowed in lockers or other areas of the building with the exception of water bottles. "Energy drinks" such as Rock Star, Monster, Amp, Red Bull, and other similar products are not allowed in the building. Energy drinks will be confiscated and disposed of by teachers/administration.

Please refer to District Policy EF for further information.

Students must fill their trays in a federally compliant manner at breakfast and lunch. During breakfast, students receive all items offered. During lunch, students may choose some side items they serve themselves. Trays must have at least three items to checkout, including at least one fruit or vegetable, which is required to include the full serving spoon. A milk counts for one item.

Unless meals are provided at no charge, the district expects payment for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in board procedure. The district will notify parents of meal balances and, when needed, work with parents to determine an ample opportunity to resolve situations involving unpaid meal charges. A student may not accumulate more than ten unpaid meal charges. Students may not charge à la carte items. A student with money in hand will not be denied a meal even if the student has past due charges. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law. **Please refer to District Policy EF-AP(1).**

4.10. 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.



4.11. Daily Bell Schedule

The doors of Mexico Middle School open to students at 7:30 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 an athlete serving Catchup Cafe. Classes begin promptly at 7:54 am.

Growl: 7:54-8:14	1st Hr: 7:54-8:25	1st Hr: 10:00-10:35
1st Hr: 8:17-9:05	2nd Hr: 8:29-9:00	2nd Hr: 10:39-11:14
2nd Hr: 9:08-9:56	3rd Hr: 9:04-9:35	3rd Hr: 11:18-11:53
3rd Hr: 9:59-10:47	4th Hr: 9:39-10:10	5th Hr: 11:57-1:12
4th Hr: 10:50-12:03*	6th Hr: 10:14-10:45	4th Hr: 1:16-1:48
5th Hr: 12:06-12:53	7th Hr: 10:49-11:20	6th Hr: 1:52-2:24
6th Hr: 12:56-1:44	5th Hr: 11:25-12:30	7th Hr: 2:29-3:00
7th Hr: 1:47-2:35	Lunch Shifts: 6th 11:25-11:46; 7th 11:47-12:08; 8th 12:09-12:29	Lunch Shifts: 6th 11:57-12:22; 7th 12:22-12:47; 8th 12:47-1:12
8th Hr: 2:40-3:00		

*Regular Schedule Lunch Shifts: 6th Grade 10:50-11:13; 7th Grade 11:15-11:38; 8th Grade 11:40-12:03

4.12. 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 substantial 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. Due to safety and security concerns; blankets, head wraps, hoods, and hats will not be allowed on in the school building. Students will receive warnings and further disciplinary action will be taken if a student continues to wear head coverings in the building.
6. 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.

4.13. 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 disruption.

Students can be held accountable with school consequences for their actions from the time they leave their home on the way to school, and from the time they leave school to their destination.

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

Academic Dishonesty

Cheating on tests, assignments, projects or similar activities; plagiarism; using Artificial Intelligence (AI); 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, detention, or ISS.

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.



- o Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- o 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.
 - o First Offense: 10-180 days out of school suspension or expulsion
 - o Subsequent Offense: Expulsion.
- o *The crime of assault while on school property is defined and classified as a Class D felony and is reported to law enforcement.*

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.

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

Bus or Transportation Misconduct – Policy JFCC

- o 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.

- o First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- o 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 an 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.

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

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

- o Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
 - o First offense: In-school suspension or 1-180 days out-of-school suspension
 - o Subsequent Offense: 1-180 days out-of-school suspension.
- o 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.
 - o First Offense: In-school suspension, 1-180 days out-of-school suspension.
 - o Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
 - o 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.
- o 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.

- o First Offense: Expulsion

Extortion

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

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

Failure to Care for or Return District Property

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

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

****If** in the event that our district initiates remote learning and a device is checked out to your student or family, you are expected to follow district procedures and information regarding school devices. Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost of the device, charger, and protective bag. All fees and fines must be paid on a yearly basis on or prior to the registration date. All fees and fines must be paid for student participation in 8th grade promotion.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "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.



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

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

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

- o First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.
- o 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.



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

- o First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- o 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.

- o First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- o 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.

- o First Offense: Principal/Student conference, detention, or in-school suspension.
- o 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.

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

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

- o First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.
- o 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.

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

Violations 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.

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



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

- o First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.
- o 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.

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

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

Tobacco

Possession of any tobacco products, electronic cigarettes, vapes, 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.

- o First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
- o 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.



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

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.

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

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

Weapons - Policy JFCJ

- o 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)
 - o First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - o Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.
- o Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
 - o First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
- o Possession or use of ammunition or a component of a weapon.
 - o First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - o 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 3:04 PM- 4:00 PM, Monday through Friday if school is in session. Failure to serve will result in additional consequences. 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 a student is assigned ISS they may not participate in school activities or athletic practices or events in the same attendance 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 day(s) 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. If students do not complete work during ISS, he or she may be assigned additional time in ISS to complete sent work.

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 aware that snow days, holidays, scheduled days off are not school days and, therefore, do not count as out-of-school or bus suspension days.



4.14. Electronic Devices

Electronic devices including, but not limited to, Cell Phones, Smart Watches, Personal Tablets/Notebooks/Laptops, Pagers/Beepers, Digital Media Players, Portable Games, Personal Digital Cameras, Digital Video or Audio Recorders, Bluetooth Headphones, and Smartwatches are not to be used, seen, or heard between the hours of 7:30 AM and 3:00 PM unless approved by an administrator.

All electronic devices, including cell phones, are to be **stored in lockers upon arrival to school until 2:30 when students pickup for dismissal and take their things to PAWS**. Electronic devices will be confiscated by staff, teachers, or administration if not in the student's locker between 7:48 AM and 2:30 PM. During PAWS, cell phones are to remain in pockets or backpacks. If a student is observed to have their cell phone out of their pocket or backpack, or if the cell phone is heard during PAWS, it will be confiscated. Confiscated items will be held in the office and **must be picked up by A PARENT during school hours, 7:30am- 4:00pm ONLY.**

If a student uses a smartwatch to track medical issues such as blood pressure, heart rate, blood sugar, it should be approved by the school nurse and/or be a part of an IEP or 504.

Students are not allowed to have laser pointers or shocking devices in the building. Possessing a shocking device will result in an automatic disciplinary referral. Using a shocking device on a person is considered assault.

The school is not responsible for lost or stolen electronic devices or other personal property.

Audio and Visual Recording (Policy KKB): Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community privacy concerns and seeks to minimize disruption to the education environment, the district prohibits other persons or entities from making audio or visual recordings unless authorized in this policy. In addition to other recording authorized in this policy, students may make audio and visual recordings on district property or at district activities if allowed by a teacher or activity sponsor as part of the class or activity or as permitted by the principal, superintendent or designee. Students may be disciplined, excluded from district activities and prohibited from attending with a phone or other recording device if the student makes recordings in violation of this policy and other district rules regarding recording.

4.15. 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 ParentSquare to contact families. Possibly the local media will also be contacted to make public announcements relative



to the emergency, preparedness activities, and the status of students and staff. This is yet, another important reason to keep your contact information updated in our system.

Please update all numbers with the school to ensure you receive the calls.

4.16. 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 the student's permanent 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.**

4.17. Field Trips

Parents provide consent during registration for their child to ride district transportation for field trips off campus traveling within the Mexico area. Therefore, written permission forms will not be issued or required for such field trips. However, emailed communication from the trip sponsor(s) will be provided with 24 hour notice prior to the trip.

All students participating in any school-sponsored field trip **outside the Mexico area** must have their parents fill out "Field Trip Permission" form prior to taking the trip. 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 trip sponsor(s) prior to the trip. Poor grades, behavior and/or attendance may exclude a student from participating in a field trip.

4.18. Grading

Parents will be notified their student's progress grades by e-mail or mail midway through each quarter. Parents are encouraged to check their child's grades on the school's computer information system, and contact the teacher with any questions. A link to the Parent Portal can be found [on the district website](#). 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 approximately nine (9) weeks. Grades are indicated by the letters: A-excellent, B-above average, C-average, D- below average, F-failure.

Mexico Middle School Grading Scale is based on the following scale:

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-		
84-86	B	67-69	D+		
80-83	B-	64-66	D		

8th Grade Promotion Requirements

8th grade students must not have more than three semester F's in their core classes (Math, English, Science, or Social Studies) in order to participate in the 8th grade promotion ceremony. If a student earns more than three semester F's, the school will determine whether the student is retained or promoted to Mexico High School. Please note that participation in the promotion ceremony is not required for advancement to high school.

4.19. Hall Passes

MMS uses an electronic hall pass system called eHall Pass. Students are expected to **have teacher permission** to be out of class during a class period. Students need an approved pass in the eHall Pass system to be in the hallways, restrooms, or visiting the office or nurse, or to use the office phone. Passes will not be given during PAWS (the last 20 minutes of the school day).

4.20. 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 the original container.
- Authorization should be on the Parent/Physician Form, which is attached at the end of the handbook.

Medical Marijuana and Cannabidiol (CBD) Oil

- The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

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.

4.21. 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 100.0°F. Students will be excluded from school with a temperature above 100.0°F. Students may return when fever free 24 hours.**
- 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.

4.22. Lockers

Students will be assigned a hall locker for the storage of coats, backpacks, 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:

1. **Turn right** (clockwise) three or more whole turns and stop at the 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.



4.23. 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.

Each PE locker room has a temporary lost and found area.

Please check the lost and found, which is located in the nurse's office, periodically to look for missing items.

Taking items that do not belong to you from the Lost and Found area is considered stealing and will result in school consequences.

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

4.24. Physical Education

Physical Education is provided to all students in grades 6, 7, and 8 every other attendance day.

- All students are required to participate in physical education unless they are excused for medical reasons with provided medical documentation.
- Students need to wear a closed-toe athletic shoe with a secure heel. This means the front of the shoe must completely cover the toes (no sandals or slides), and the heel should be fully enclosed or have a strap that keeps the shoe securely on the foot — no flip-flops or backless shoes. Sneakers or running shoes are ideal, as they provide support and stay on during activity.
- 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. **This written excuse is valid only for one day.**
- To avoid earning zero credit for PE when absent from school, students must obtain a PE make-up form and submit it with parent signature indicating the student performed 20 minutes of activity for the day absent.
- 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.



4.25. PTO – Parent Teacher Organization

Membership may be obtained during school registration or by attending the first meeting of the school year. Meeting dates will be published on the school calendar and posted on the school website (<http://mexicoschools.net>)

4.26. Qualifying to Attend School Social Events (Dances/Parties)

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 and must have 90% or above overall attendance.** Supervised school social activities are considered an important part of middle school life. Each activity will be assigned faculty sponsors.

The following rules apply to all social events:

- o All school dances are qualifying events, which means no discipline referrals two week prior to the event and 90% or above overall school attendance is required.
- o Only Mexico Middle School students who are **currently** enrolled may attend.
- o Dress code Guidelines are in place for social events.
- o Students who are absent for more than half the day of the event/activity are not allowed to attend.

4.27. Searches

The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law. Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law. 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.

4.28. 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 Superintendent or Assistant Superintendent, 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.

4.29. 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.

4.30. Social Media – FaceBook, SnapChat & Other Sites

Any student post or commenting on social media that disrupts the school day is subject to school disciplinary action.

Content

- o Watch what you say and how you say it! Do not use language that is obscene, defamatory, unprofessional, etc.



- o Think before you post! Will what you write reflect negatively upon you as a student or friend? Will it impair your reputation?
- o 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 likely visit your page, site or blog. When you post on a social networking site, it can be very difficult to remove.
- o The First 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

- o Limit access to your personal information. But, be aware that your information may not be confidential even if you limit access.
- o 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.
- o Consider whether to grant different levels of access to different friends.

4.31. Statewide School Violence Hotline – Courage2Report

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**. It is confidential and is in service 24 hours a day, 7 days a week.

4.32. 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. The money making projects will focus on two goals. One is to provide financial support to 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. Students in Student Council who are not meeting club or building expectations can be dismissed by administration or club sponsor.

4.33. 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.

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [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.

4.34. 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.

4.35. Tardy to Class Policy

Students are expected to be in class when the bell rings. Tardiness is defined as any student who is not in their teacher-assigned seat when the tardy bell rings. Students whose tardiness results from being detained by a faculty member and have a note or hallpass verifying this will not be counted as tardy. Tardies to classes during the school day and late-to-school tardies are calculated weekly. Students will have the following consequences, which start over each week:

First & Second Tardy = Warning

Third = Lunch Detention,

Fourth & Fifth Tardy = After School Detention

Sixth = 1/2 Day of ISS and a Hallway Escort Plan for a Designated Period of Time

The office will track each student's tardies weekly and will contact parents to set up after-school



detentions for the 4th and 5th tardies in a week. The principal will contact parents for any number of tardies greater than five.

4.36. Technology Policy (One to One Chromebooks)

Students are checked out a Chromebook, charger, and Chromebook case at the beginning of the year, which is their responsibility to keep track of and return in good condition at the end of the year. 7th & 8th grade students are allowed to take their Chromebooks home overnight and are required to bring them to school charged and ready for classes daily, or they may leave them at school in their PAWS class's charging cart overnight. 6th grade students leave their Chromebooks in the charging cart nightly until 4th quarter when they're allowed to take them home.

If students forget their Chromebooks at home or it dies during the school day indicating it was not charged the night before, they will receive the following consequences:

- 1st Incident = Verbal Warning
- 2nd Incident = Student Will Be Sent to the Principal to Call Home
- 3rd Incident = Student Required to Leave Chromebook at School at Night

It is critical that students have their Chromebooks at school daily, charged, and ready to use in all classes every day.

If a Chromebook is damaged beyond repair, the student will be responsible for the replacement cost, which will be determined based on the device's age and current replacement value. If the Chromebook can be repaired, the student will be charged the actual cost of the repair. Please see the full Technology Policy for more details about tech usage and costs for replacements/damages: [Mexico District Chromebook Handbook](#).

4.37. 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 calls regarding after school plans. **Please make after-school plans in the morning before arriving at school.** Incoming calls will be taken for students and the message delivered to the student only up until 2:30 pm. 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. eHall passes must be approved by their current teacher to serve as a pass for the phone.**

4.38. 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**. Excessive truancy will result in a referral to local family services and law enforcement. Students are expected to be at school at least 90% of the time. See Attendance for more information.

4.39. Visitors

It is the policy of the Mexico Public Schools that all visitors must check in at the office. Visitors will be required to identify themselves and their purpose for entering the building via intercom / buzzer system before entering the building. 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.

4.40. 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 ParentSquare, email, 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.

4.41. 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 as he/she turns in required school materials. At the close of the school day, this form should be returned to the counselors' office where the transfer will be completed.



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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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A complaint not resolved at the local level may be appealed to the Department.

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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.



6. Mexico Public Schools Public Notices

6.1. 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).

6.2. 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.

6.3. 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.

6.4. FEMA Materials

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

6.5. 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.

6.6. Sexual Health Instruction – Policy IGAEB

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse.

6.7. 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>

6.8. Notice of Nondiscrimination

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



Julie Lower, Assistant Superintendent of Schools
2101 Lakeview Road
Mexico, Mo 65265
Telephone Number 573-581-3773
Fax Number 573-581-1794
Email jlower@mexico.k12.mo.us

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.

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, religion, national origin, sex, age, ancestry 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:

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.

6.9. 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.

6.10. School District Report Card

The School District Report cards may be found on the [Mexico Public Schools website](#).

6.11. 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.

6.12. Student Participation in Statewide Assessments – Policy IL

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

February 1-February 28	WIDA-ACCESS (ELL)	K-12
TBD by DESE	MAP-A	3-12
April 8-May 17	GL MAP-ELA, Math, Science	3-8



April 23-May 10	End of Course Exams (EOC)	8-12
April 8-May 17	Missouri Physical Fitness	5,7,9

6.13. 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 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 the Family Educational Rights and Privacy Act (FERPA) which allows disclosure without prior written consent, as well as disclosure of Directory Information (as defined below), in accordance with FERPA regulations.

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District designates the following items as Directory Information, which 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; athletic performance data; 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.



The District will designate the types of information included in Directory Information and will release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student provides **written notice to the District that they do not want the District to disclose any or all of the types of information designated as Directory Information without prior written consent. Notice must be provided to the District by September 30, or within 30 days after enrollment, or whichever comes later.**

In addition to general Directory Information, the following information the District maintains about a personally identifiable student may be disclosed, *the student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses* to the following: 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.

Even if parents or eligible students notify the District in writing that they do not want Directory Information disclosed, the District may still disclose the information if required or allowed to do so by law.

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.

6.14. 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 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

6.15. Teacher Qualifications

Our school district always strives to have fully verified personnel. Any parent is welcome to send a written request for a copy of a staff member's certification to: Amber Henderson, Human Resources Office, 2101 Lakeview road, Mexico, MO 65265. We offer this in compliance with Missouri school law and as an assurance to our patrons.

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information.

- Whether your student's teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessional and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

7. Bullying – Policy JFCF

General

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



Definitions

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

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

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

Designated Officials

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

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

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the



incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

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

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

Investigation

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

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

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

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

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention,



in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

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

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

Policy Publication

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

Training and Education

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

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

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

1. The procedure for reporting bullying.
2. The harmful effects of bullying.



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

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

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

Additional School Programs and Resources

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

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



7.1. Bullying Incident Report Form

Bullying Incident Report Form

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

Reporter's Name: _____ Date Submitted: _____

Check the appropriate response: I am a _____ Student _____ Parent _____ Staff

Who is the victim or intended target of bullying? _____

Date(s) of alleged bullying: _____ Location: _____

Has it been ongoing or a one time occurrence? _____ on-going _____ one time occurrence
If on-going, when did it start? _____

Has the victim missed school because of the bullying behavior? _____ How many days? _____

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

Please describe the action(s)/incident(s) you believe may be in violation of the district's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any was used and any verbal statements that were made (threats, requests, demands, etc). Include names of any others possibly affected by this violation:

Names of witnesses: _____

This report is based on my HONEST belief that the student(s) indicated in the report above has committed an act of bullying against me or another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Signature: _____ Date: _____



7.2. Bullying Behavior and Discipline

BULLYING BEHAVIOR AND DISCIPLINE

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



8. Crisis Reunification

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

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

9. 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](#), and learn more about the Missouri Model: A Developmental Framework for Trauma-Informed Schools.

10. Virtual Education (MOCAP)

Mexico School District 59 will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's school counselor and inquire about the Missouri Course Access Program (MOCAP).

MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent.

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses. Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. For more information, visit the: [Missouri Course Access Program](#).



11. 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 on the district website under “Our Board” and “Our Policies.”

Policy AC, Prohibition Against Illegal Discrimination and Harassment

Policy ADF, Notice of district’s nutrition standards for food brought by parents & students to be served during school hours. Procedure ADF-AP1

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. USDA Guidance.

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. District Special Services Director: Melissa Deimeke, Central Office, 2101 Lakeview Road, Mexico, MO 65265. Email: mdeimeke@mexico.k12.mo.us

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. Notification that the district is required to provide military recruiters and institutions of higher education the names, addresses and telephone numbers of secondary school students unless the parents/guardians or 18-year-old student submits a written request not to release the information without prior written consent.

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

Policy IGCD, Virtual Courses (MOCAP)