

***BUEKER MIDDLE SCHOOL***  
***2021-2022***

***“Kids Come First”***

**PAULA BROWN**  
Principal

**TRAVIS REID**  
Assistant Principal

**JORDAN REITH (5<sup>TH</sup> & 6<sup>TH</sup>) and JULIE OREY (7<sup>TH</sup> & 8<sup>TH</sup>)**  
Counselors

**KELLY CALLANAN**  
Athletic Director

**RAYLENE CLEMONS, SARAH GUTHREY and AMY VAN BUSKIRK**  
Administrative Assistants

565 South Odell Avenue  
Marshall, Missouri 65340

Telephone: (660) 886-6833  
Fax: (660) 886-7529

Dear Students and Parents,

This handbook has been developed 1) to help you become familiar with our school, activities, and guidelines for conduct and 2) to help students stay organized with homework and responsibilities.

Please take time to read each section so that you are aware of items that pertain to you.

We hope that all students enjoy their BMS experience and leave more successful and prepared for the future. There will be several adjustments for students during the middle school years. You may face great social, physical, mental, and academic challenges. The BMS Staff is determined to provide a support system for you, as we want the middle school years to be successful and filled with great

memories. We not only want our students to be good students, but good people, too.

BMS offers students the opportunity to participate in many new and exciting activities--we encourage you to “get involved”!

The Bueker Middle School office is open on all regular school days from 7:30 a.m. to 4:00 p.m. All visitors should report to the assistant principal’s office when entering the building.

We wish you a great year at Bueker Middle School.

Sincerely,

*The BMS Staff*

## STAFF

Ashley Allison	Technology
Brandy Beayon	5 <sup>th</sup> Grade ELA
Dustin Blankenship	7 <sup>th</sup> Grade Soc. Studies
Lindsay Blaylock	5 <sup>th</sup> Grade Math
Falon Bossaller	8 <sup>th</sup> Grade Math
Rachel Brunkhorst	7 <sup>th</sup> Grade Math
Amanda Buell	5 <sup>th</sup> Grade Science
Penny Clair	7 <sup>th</sup> ELA/Spanish
Marianella Cole	Paraprofessional
Robert Coslet	7 <sup>th</sup> Grade Soc. Studies
Cynthia Dillon	Paraprofessional
Mary Frintz	8 <sup>th</sup> Grade Soc. Studies
Haley Garst	6 <sup>th</sup> Grade Science
Julie Gass	Instructional Coach
Kelly Glassmaker	Special Services
Ramona Green	Nurse
Jessica Hale	Special Services
Breck Hart	Process Coordinator
Jarod Haynes	Paraprofessional
Kathryn Hedrick	Special Services
Kathy Herrera	Art
Jennifer Johnson	ELL
Katie Kirchhoff	6 <sup>th</sup> Grade Science
Christie Knott	Nurse
Gentry Lark	Girls' Physical Education
Lori Leicher	F.A.C.S
Amanda Linneman	5 <sup>th</sup> Grade ELA
Stephanie Lundy	5 <sup>th</sup> Grade Math
Echo Madrid	6 <sup>th</sup> Grade ELA
Lindsey McMillan	7 <sup>th</sup> Grade ELA
Glenn Miller	7 <sup>th</sup> Science
Josh Ming	Special Services/PE
Felisa Natividad	8 <sup>th</sup> Grade Soc. Studies
Sarah Otto	Library Media Specialist
Kathy Papreck	8 <sup>th</sup> Grade Science/Health
Jan Phillips	Special Services
Heidi Rogers	6 <sup>th</sup> Grade ELA
Hannah Roth	5 <sup>th</sup> Grade Science
Megan Roth	8 <sup>th</sup> Ag
Patti Rudd	8 <sup>th</sup> Grade ELA/Drama
Amanda Silvers	Speech Therapy
T.J. Souder	Paraprofessional
Jordan Summers	Orchestra/Music/Band
Sarah Summers	Band/ Music
Katina Tiffany	8 <sup>th</sup> Grade ELA
Shawn Thompson	Vocal Music
Whitney Thompson	6 <sup>th</sup> Grade Math
Cortnie Vandiver	Special Services
Justin Van Winkle	7 <sup>th</sup> Grade Science
Jacque Walker	5 <sup>th</sup> Grade ELA
Lori Wandell	6 <sup>th</sup> Grade ELA
Lari Welch	7 <sup>th</sup> Grade Math
Jennifer Wilcoxson	8 <sup>th</sup> Math
Denise Wilkinson	6 <sup>th</sup> Grade ELA
Greg Woodring	Special Services
Aaron Wright	Boys' Physical Education
Keith Wright	School Resource Officer
Sarah Wright	6 <sup>th</sup> Grade Math
Li Zhang	8 <sup>th</sup> Science

## MARSHALL PUBLIC SCHOOLS

### MISSION STATEMENT

**The mission of the Marshall Public School District is to prepare, assist, and graduate self-motivated, industrious, and critically thinking individuals who demonstrate lifelong learning and are committed to serving others in a global society.**

### BUEKER MIDDLE SCHOOL COMMITMENT STATEMENTS

- ✓ We will promote authentic learning and teaching.
- ✓ We will provide students with the support needed for higher achievement.
- ✓ We will participate in focused professional development to improve student achievement.
- ✓ We will cultivate a safe environment that promotes freedom with responsibility.
- ✓ We will communicate with students, parents, colleagues, and the community.
- ✓ We will collaborate to promote student achievement.

### 2021-22 SCHOOL CALENDAR

Aug. 10.....	Registration
Aug. 12.....	Project Share
Aug. 9, 10, 11, 12.....	New Teacher Orientation
Aug. 19, 20, 23, 24.....	All Staff In-Service
Aug. 25.....	First Day of School
Aug. 30.....	Early Childhood First Day
Sept. 6.....	Labor Day, No School
Sept. 17.....	Homecoming
Oct. 15.....	End of 1 <sup>st</sup> Quarter
Oct. 26.....	BMS Conferences, 3:00-7:00
Oct. 28....	BMS Conferences 1:00-7:00, Dismiss 12:30
Oct. 29.....	No School
Nov. 24-26.....	Thanksgiving Break
Dec. 17.....	End of Semester; Christmas Break 12:30 Dismissal
Jan. 3.....	All teacher workshops
Jan. 4.....	School Resumes
Jan. 17.....	Martin Luther King Day, No School
Feb. 21.....	Presidents' Day, No School
Mar. 4.....	End of 3 <sup>rd</sup> Quarter
Mar. 17-21.....	Spring Break
Apr. 14-18.....	Easter Break.No School
May 24.....	End fourth quarter- Last Day of School 12:30 Dismissal
May 25.....	Teacher Contracted Day

\*\*Make-Up Days: 5/25, 5/26, 3/17, 4/14, & 3/21 etc.  
Teacher contracted day will follow the students' last day.

### EMERGENCY SCHOOL CLOSINGS

If school must be closed for bad weather or any emergency, students and parents should listen to the local radio station, KMMO, for school closing announcements.

## BELL SCHEDULES

The first bell rings at 7:35. Students who wish to eat breakfast will be dismissed to the cafeteria and students who wish to go outside will be dismissed to the playground (from the gymnasium at 7:35).

The 1<sup>st</sup> hour bell rings at 7:50, and students are to be in homerooms by 7:55. Students are allowed three minutes between classes. Lunch breaks are staggered throughout the lunch period from 10:57 to 12:40.

\*\* We will dismiss at 12:30pm for collaboration on Wednesdays. Early out schedule posted below.

### 12:30 Release Schedule

HR- 7:50- 8:03	7 <sup>th</sup> -9:49-10:13
1 <sup>st</sup> - 8:05-8:29	8 <sup>th</sup> -10:15-10:39
2 <sup>nd</sup> -8:31-8:55	4 <sup>th</sup> -10:41-11:33
3 <sup>rd</sup> -8:57-9:21	5 <sup>th</sup> -11:35-12:27
6 <sup>th</sup> -9:23-9:47	

## DAILY TIME SCHEDULE

PERIOD	CLASS BEGINS	CLASS ENDS
MHR.....	7:50.....	8:10
1.....	8:13.....	8:58
2.....	9:01.....	9:46
3.....	9:49.....	10:34
4.....	10:37.....	11:22
5.....	11:25.....	12:39
6.....	12:42.....	1:27
7.....	1:30.....	2:15
8.....	2:18.....	3:03

## BUILDING PROCEDURES

### ARRIVAL AT SCHOOL

Students are asked not to come to school before 7:35 a.m. unless they ride a bus or prior arrangements have been made through the office. Students must report directly to the gym/auditorium upon arriving to school. Students are dismissed from the gym at 7:35 if they wish to eat breakfast or go outside. At 7:50 students are dismissed to class. Supervision of students will be provided from 7:30 to 3:10. The district will not be responsible for supervising students outside of those hours unless they are involved in other approved extra-curricular activities.

## DAILY SCHEDULES BY GRADE LEVEL

### 5<sup>th</sup> Grade

MHR	7:50-8:10
1 <sup>st</sup>	8:13-8:58
2 <sup>nd</sup>	9:01-9:46
3 <sup>rd</sup>	9:49-10:34
4 <sup>th</sup>	10:37-10:57
Lunch	10:57-11:22
4 <sup>th</sup>	11:25-11:48
5 <sup>th</sup>	11:51-12:39
6 <sup>th</sup>	12:42-1:27
7 <sup>th</sup>	1:30-2:15
Owl	2:18-3:03

### 6<sup>th</sup> Grade

MHR	7:50-8:10
1 <sup>st</sup>	8:13-8:58
2 <sup>nd</sup>	9:01-9:46
3 <sup>rd</sup>	9:49-10:34
4 <sup>th</sup>	10:37-11:22
Owl	11:25-11:48
Lunch	11:49-12:14
Owl	12:16-12:39
6 <sup>th</sup>	12:42-1:27
7 <sup>th</sup>	1:30-2:15
8 <sup>th</sup>	2:18-3:03

### 7<sup>th</sup> Grade

MHR	7:50-8:10
1 <sup>st</sup>	8:13-8:58
Owl	9:01-9:46
3 <sup>rd</sup>	9:49-10:34
4 <sup>th</sup>	10:37-11:22
Lunch	11:23-11:48
5 <sup>th</sup>	11:51-12:39
6 <sup>th</sup>	12:42-1:27
7 <sup>th</sup>	1:30-2:15
8 <sup>th</sup>	2:18-3:03

### 8<sup>th</sup> Grade

MHR	7:50-8:10
1 <sup>st</sup>	8:13-8:58
2 <sup>nd</sup>	9:01-9:46
3 <sup>rd</sup>	9:49-10:34
Owl	10:37-11:22
5 <sup>th</sup>	11:25-12:12
Lunch	12:15-12:40
6 <sup>th</sup>	12:42-1:27
7 <sup>th</sup>	1:30-2:15
8 <sup>th</sup>	2:18-3:03

### ATTENDANCE AT SCHOOL

Regular attendance is expected of every student. Whenever it is necessary for a student to be absent, the parents/guardians should call the school (886-6833) **AFTER** 7:15 a.m./**BEFORE** 8:00 a.m. or as soon as possible on the day that the student is absent.

### ABSENCES

Absences are divided into the following four categories: excused, avoidable, truant, and medical. If a call cannot be made on the day of an absence, a note to the office should be sent with the student on the day of his/her return to school. Assignments may not be made up if a student is truant or has been suspended (OSS), unless arrangements have been made through BMS administration. If an absence is classified as avoidable (vacations, etc.), a parent or guardian must notify the school prior to the absence and make arrangements with the teachers for make-up work. Absences of more than 10 days, whether or not they are in succession, must be authorized by a physician or administrator, or the absence may be treated as truancy. After 18 absences, a letter may be sent to the proper authorities.

### Daily Lunch Schedule

5 <sup>th</sup> grade	10:57-11:22
6 <sup>th</sup> grade	11:49-12:14
7 <sup>th</sup> grade	11:23-11:48
8 <sup>th</sup> grade	12:15-12:40

### 12:30 Lunch Schedule

	10:41-11:06
	11:35-12:00
	11:08-11:33
	12:02-12:27

### **MAKE-UP POLICY FOR ABSENCES**

**STUDENTS** are responsible for making up school work. We will **only** be sending make-up work home through the office if students have absences of a week (5 days) or more, in succession.

If a student has an excused absence for any period of time, the student should see his/her teachers upon return to develop a plan to complete any missed work.

However, if a child has a planned absence in advance, the make-up plan should be “set” before the child is absent. For example, if a family trip is planned, the homework plan must be taken care of **BEFORE** the trip.

### **TARDINESS**

Students who arrive late to school should report to the office for a tardy slip before reporting to class. If the tardy is to be excused, a parent or guardian should send a signed, written excuse or call the school.

Excused tardiness during the school day requires prior written permission of a teacher or a written excuse signed by another teacher or administrator. If tardiness becomes excessive, disciplinary action may be taken.

### **LEAVING THE BUILDING**

Once students have arrived, they are not to leave the building or school grounds for any reason without first receiving permission. All students leaving school during the school day must sign out in the office. If a student returns to school, he/she must sign in at the office and get an admit slip to class.

### **BICYCLES/SKATEBOARDS**

Bicycles are not to be ridden on school sidewalks or grounds and should be parked immediately in bicycle racks upon arrival at school. All bicycles should be locked, as the school assumes no responsibility for losses or damages. Skateboards should not be brought to school.

### **CAFETERIA**

BMS uses identification numbers and a computerized system to monitor student lunch accounts. Money should be deposited into the student’s account on a weekly or monthly basis, and it is necessary to maintain a positive balance in the account. Students who fail to maintain a positive balance will be put on the debt list and may have limited lunch choice.

Lunch prices are \$2.20 for students (\$.40 reduced) and \$3.20 for adults. Breakfast is provided for students at an additional charge of \$1.15 (\$.30 reduced) between 7:35 and 7:55 a.m.

Students are expected to use good manners, follow basic rules, and keep disruption to a minimum while in the cafeteria. Inappropriate behavior during breakfast or lunch may result in assigned seating.

### **ONLINE MENUS**

Informative, digital school menus are available online on the district’s web site. This digital format makes it very easy to access nutritional information. There is also a free Nutrislice app available on the App Store or Google Play to load onto any device. By clicking on a menu item food, nutrition information is available such as calories, fat, sodium, sugar, protein, and vitamins. Filters are available, too, for allergens, carbohydrate counts, and special dietary needs to help students who have allergies and other dietary needs know what foods are safe for them to eat.

Paper menus are still available in each school office if desired.

### **DEBTS**

Debts incurred throughout the school year must be paid. This includes registration fees, library fines, lost and damaged books or other school property, and debts owed for physical education activities, electives, exploratory classes, lunch, etc.

### **LOCKERS**

Students are assigned lockers. All books and personal items, when not in use, are to be kept in these lockers. No book bags may be used during the school day. Combination locks may be used by students, and the combinations must be given to the office in case of problems. Visits to lockers should be planned so a student will not be late to classes.

### **TEXTBOOKS**

Textbooks are issued by classroom teachers. Students are responsible for these books until they are returned. Each book is given a rating according to its condition. If the book is returned damaged, a fine will be assessed by the teacher based on the rating condition of the book when it was issued to the student. Students who lose books will be charged a standard fee.

### **STUDENT SUPPLIES**

The BMS Bookstore is set up in the gym every Friday. The following supplies are available: notebooks \$.75, pens \$.25, novelty pens \$.50, pencils \$.25, and mechanical pencils \$.50.

## **LOST AND FOUND**

All articles that are found, including books, should be taken to the office. Students who have lost items should check in with the office periodically. It is recommended that names be placed on all gym equipment, and students are discouraged from bringing valuable personal items to school. The lost and found box is cleaned periodically, and students are given notice. Students will not be reimbursed for discarded items.

## **VISITORS**

Visitors, especially parents, are always welcome. All visitors to the building should enter through the middle door on Odell Street, sign in at the Assistant Principal's office, and pick up a visitor's pass. If needing to visit a classroom/teacher, please make **prior** arrangements with the teacher to avoid possible distractions to class time.

## **EMERGENCY PROCEDURES**

Fire, tornado, earthquake, intruder, and other drills have been established to help prevent injuries and chaos in the case of emergencies. Teachers will escort students to designated areas in case of such emergencies. Crises management plans have also been established in the case of other emergencies. In any type of school-wide emergency, only parents or legal guardians will be allowed to take the children from school after an all-clear has been declared by the proper authorities.

## **WITHDRAWAL FROM SCHOOL**

Any student who is moving out of the Marshall School District should report to the office prior to moving. Each teacher on the student's schedule must sign and post the current grade of the student on the official withdrawal sheet. Textbooks and other materials that are the property of BMS should be returned before the student leaves. Transcripts will not be forwarded without payment or return.

## **SCHOOL NURSE**

### **Ramona Green**

The school nurse is to be utilized for first aid service. She will be at BMS from 7:00 a.m. until 3:30 p.m. daily. When it is necessary for a student to see her, a hall pass must be obtained from a teacher or administrator. The nurse will then make proper arrangements with parents and the office for further action. Students should not be sent to the nurse during her lunch time, 1:00-1:30 p.m. In case of an emergency, students may report to the office.

Giving medication to students during school hours is discouraged and restricted to necessary medication that cannot be given on an alternative schedule. It

should not be necessary to give more than one dose of medication during a seven-hour day. Your doctor may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with school personnel.

Prescription medication will only be administered if in the original bottle with label affixed by pharmacist or physician. Please ask the pharmacy for a school bottle so that it can be left at school and not transported back and forth daily. Over-the-counter medications will only be given if accompanied by a parent's request and must be in the original container. Medication is NOT to be sent in plastic bags, envelopes, etc. All medication must be taken to the nurse's office upon arrival to school. Anyone caught possessing medication on their person, in their bag, or in a locker during school hours could face disciplinary action. Please pick up the necessary forms for medication administration from the school nurse or secretary. This form must be completed before your child can be given any medication by school personnel. All medications must be provided by parent/guardian.

The administration of medicine to a student, when the above conditions have been met, shall be limited to the school nurse or other designated person(s). All medication shall be kept in the nurse's office. The parents/guardians of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

### Procedure for Students with Wet/Soiled Clothing (Grades 1-12)

Students in grades one through twelve will be expected to change clothes by themselves should an accident occur. If a child is unable to change his/her own clothing, every effort will be made to contact the parent or emergency contacts. If the parent or emergency contacts cannot be reached, school personnel, in the best interest of the child, will assist the child in changing clothes. If this situation occurs a second time, the parent will be asked to meet with school personnel to create an individual plan for their child.

### **Note: Class trips/Medical concerns**

When taking trips away from school grounds, parents bear the responsibility of informing the school nurse of any special medical needs. This information must also be noted on the Emergency Medical/Field Trip Approval form, so that staff is aware of concerns/procedures to be followed for any special medical needs.

## **CURRICULUM**

### **GRADE CARDS / PROGRESS REPORTS**

Official grade cards are issued four times a year. These will be sent home with the students at the end of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters. Progress reports are issued every three weeks. Students are responsible for taking grade cards and progress reports home to their parents/guardians.

### **GRADING SCALE**

A	95%-100%
A-	90%-94%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
C-	70%-72%
D+	67%-69%
D	63%-66%
D-	60%-62%
F	59% and below
P	“Pass” for effort
N	Incomplete
CE	Commendable Effort

### **HONOR ROLL**

To recognize outstanding academic achievement, an honor roll has been established. A list of students achieving either the A or B honor roll is sent to the local media, as well as displayed at BMS at the end of each semester. A= 4.00 to 3.55 (w/ no C's or below), B= 3.54 to 2.55 (w/ no D's or below).

### **AWARDS AND RECOGNITION**

Administrators, teachers, and counselors at all grade levels recognize students for academic achievement, exemplary effort, improvement, and good citizenship. Achievement in many areas is publicized throughout the school and in the local media. Incentives may be provided to encourage all students to work to their full potential.

### **PROMOTION AND RETENTION POLICIES**

Any student who receives more than two semester F's may be a candidate for retention. These students may be required to attend summer school. Any student required to attend summer school who is not successful in completing the summer school session may be retained. 8<sup>th</sup> grade students who do not meet these criteria may be ineligible to participate in the 8<sup>th</sup> Grade Completion Ceremony. All retentions/promotions are subject to administrative review.

## **CONFERENCES WITH PARENTS**

Conferences are scheduled in the fall. Conferences are held with homeroom teachers or special education teachers. Information regarding conference scheduling is sent home in advance so parents may express preferences as to scheduling times.

### **GUIDANCE DEPARTMENT**

Jordan Reith (5-6) & Julie Orey (7-8)

Some of the major areas of service provided by the counselors are the following: individual, small group, and crisis counseling; orientation and registration of students; referral resources for parents and outside counseling agents; individual and group testing; individual class presentations; and parent/student/teacher conference consulting.

### **LIBRARY MEDIA CENTER**

The library/media center is open daily from 7:30 a.m. until 3:00 p.m. Students may use the resources before school, with their language arts classes at a regularly-scheduled time, or at other arranged times for group or individual study and research.

### **EXPLORATORY CLASSES**

Explo's (exploratory classes) are quarter-length classes that give students in sixth and seventh grades the opportunity to explore different types of subjects and activities. The Explo classes offered will be Art, Keyboarding, Health, Enrichment, and Spanish.

### **PHYSICAL EDUCATION**

Every student, unless exempted by a WRITTEN ORDER FROM A DOCTOR, is required by Missouri School Law to take physical education. All students in sixth, seventh, and eighth grades should have suitable gym clothes and tennis shoes. Students in fifth grade will wear school clothes for physical education, but must have tennis shoes.

### **READING ASSESSMENTS**

In order to monitor the reading ability and progress of our students at Bueker Middle School all students will take the DORA Assessment. All students will take the test at the beginning and end of the school year in order to determine progress. It is the teachers' option to give a mid-year bench mark to monitor additional progress.

## STATEWIDE ASSESSMENTS

The district will implement the Missouri Assessment Program (MAP) in order to monitor the progress of all students. ELA and math assessments will use the Smarter Balanced items, test design and blueprints, as set forth by the Missouri State Board of Education.

Bueker Middle School's MAP testing schedule will be as follows:

### Spring 2021

**5<sup>th</sup> Grade** – Math, ELA, and Science

**6<sup>th</sup> Grade** – Math and ELA

**7<sup>th</sup> Grade** – Math and ELA

**8<sup>th</sup> Grade** - Math, ELA, Science and Algebra (EOC)

## ELL PROGRAM

The purpose of the ELL program is to identify all Language Minority (LM) students within the district and establish their language proficiency in reading, writing, speaking, and listening in English. A Language Minority student is any student who speaks, understands, or has been exposed to a language other than English in the home. The program monitors the performance of LM students to ensure their academic performance continues to meet grade-level expectations.

The ELL program also provides instructional assistance to LM students who have been identified as Limited English Proficient (LEP). LEP students are learners who are identified as still in the process of acquiring English as an additional language. The students may not read, write, speak, or understand English with the same facility as their classmates. Specific guidelines for the identification, service, and evaluation of LEP students are found in the ESL Policy Manual and Handbook.

## El Programa de Ingles Como Segunda Lengua

El proposito del Programa de Ingles Como Segunda Lengua es el de identificar todos aquellos estudiantes dentro del distrito que pertenezcan a un grupo minoritario linguistico (ML) y de establecer en ellos un conocimiento linguistico en la lectura, la composicion, el habla y el sentido de oir en ingles. Un estudiante de un grupo minoritario linguistico es cualquier estudiante que habla, entienda, o que haya sido expuesto en el hogar a cualquier otro lenguaje que no sea ingles. El programa vigila el funcionamiento del estudiante del grupo minoritario linguistico (ML) para asegurar que su funcionamiento academico continua a satisfacer las expectativas del nivel de grado.

El Programa de Ingles Como Segunda Lengua tambien supple asistencia educacional a estudiantes que pertenezcan a un grupo minoritario linguistico (ML) que hayan sido identificados con Conocimiento Limitado de Ingles (CLI). Estudiantes con Conocimiento Limitado de Ingles (CLI) son estudiantes principiantes que hayan sido identificados como estudiantes que aun estarr en el proceso de adquirir el ingles como una lengua adicional. El estudiante pueda que no lea, escriba, hable, o entienda ingles con las misma facilidad que sus companeros do clase. Guia especificas para la identificacion, los servicios, ya la misma facilidad que sus companeros do clase. Guia especificas para la identificacion, los servicios, y la evaluacion del (CLI) Estudiante con Conocimiento Limitdo de Ingles, su encuentran en el Manual y Guia de Ingles Como Segunda Lengua.



## BMS "Eyes Wide Open" Matrix



The school day begins when you walk through the doors, until the last bell rings.

EXPECTATIONS	CLASSROOM	HALLWAYS	CAFETERIA	GYM	RESTROOM/ LOCKER ROOM	PLAYGROUND	BUS	ASSEMBLIES
<b>BE RESPONSIBLE</b>	-Be prepared and ready to learn. -Follow classroom rules/procedures. -Be responsible for your own learning.	-Walk with a purpose. -Keep moving/limit socialization. -Utilize passing time for restroom breaks. -Keep your area/locker clean.	-Pick up after yourself. -Utilize restroom breaks.	-Sit in assigned area. -No food or phones.	-Use your time wisely- <b>get in, get done, and get out.</b> -Help keep clean. -Don't waste materials. -Utilize designated break times.	-Appropriately follow the signal to line up. -Pick up after yourself. -Follow game rules. -No food or drinks.	-Help keep the bus clean. -Ride assigned bus.	-Enter in a calm manner. -Leave all distractions in your classroom.
<b>BE RESPECTFUL</b>	-Treat others as you want to be treated. -SLANT -Value class time.	-Use kind words. -Only use <u>your</u> locker. -Respect school property.	-Use appropriate language. -Wait your turn.	-Keep your area clean. -Use kind words. -Refuse to boo & respect officials. -Watch the game.	-Wait your turn. -Use appropriate volume. -Respect the privacy of others. -Refrain from doing graffiti.	-Use appropriate language. -Wait your turn. -Enter building quietly.	-Follow bus driver's directions. -Use appropriate language/volume. -Refrain from recording or photographing others.	-Refuse to boo. -Remain silent during pledge anthem. -Give presenter full attention. -SLANT
<b>BE SAFE</b>	-Keep hands/feet to yourself. -Respect others & their space.	-Keep hands/feet to yourself. -Walk on the right side.	-Keep hands/feet to yourself. -Line up safely. -Walk.	-Keep hands/feet to yourself. -Always use the stairs. -Avoid walking on playing court.	-Keep hands/feet to yourself. -Report problems to an adult. -Immediately wash your hands.	-Keep hands/feet to yourself. -Walk. -Ask to retrieve ball from across street. -Stay off the fence.	-Keep hands/feet to yourself. -Sit in your seat facing front.	-Stay off the front row in balcony. -Use stairs to enter/exit stage. -Don't climb on seats.

### ALL AREAS

\*Treat others as you want to be treated \*Use kind words \*Keep hands/feet to yourself \* Phones should only be used before or after school \*Food should only be consumed in the cafeteria \***Take pride in BMS**

Eyes Wide Open Matrix- Student expectations for all areas of BMS.



# **DISCIPLINE CODE POLICY**

## **GENERAL CLASSROOM RULES**

Students are expected to follow these basic responsibilities:

1. Be in class on time.
2. Bring materials and/or equipment and books to class.
3. Keep hands, feet, and objects to themselves.
4. Be mannerly and respectful to teachers and other students.
5. Follow directions of the teacher.
6. Turn in assignments **on time**.

## **DRESS CODE**

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

- ✓ Dress and grooming will not disrupt the educational environment.
- ✓ All students must wear shoes, boots, or other types of footwear.
- ✓ Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
  - Examples of dress that might disrupt the educational environment include:
    - Hats, hoods, and other head gear unless necessary for health, religious or other valid reasons.
    - Extremely short shorts, skirts, or dresses.
    - Clothing that contains pictures, words, or symbols that are vulgar, sexually suggestive, or promote illegal activity.
    - Sleepwear (including pajamas) and robes.
    - Clothing that does not appropriately cover the body or that reveals undergarments.
- ✓ Gang-related clothing or accessories worn in a gang-related style.
  - (A list of items that are gang-related is available in the assistant principal's office).
- ✓ 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.
- ✓ Additional dress regulations 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.

## **SEARCH AND SEIZURE**

The administration and faculty of BMS have the right to search the person, clothing, books, or any belongings of a student as long as there is *reasonable suspicion* that the student is concealing materials not belonging to him/her or that are prohibited by law. This may be done during school hours, after school hours, at the school, or at an alternate location. It is recommended this search take place in the presence of another adult. Lockers are the property of the school district. They are subject to search at any time with or without student consent. Periodic searches of the school may also be made by the local K-9 unit and/or the sheriff's department.

## **SECURITY**

Our education resource officer, Keith Wright, has been an outstanding asset in the promotion of a safe school environment. Security cameras located both inside and outside the building are valuable tools in monitoring student behavior and preventing potential problems. Our in-building walkie-talkies allow administrators and/or staff to respond to any situation immediately.

## SUSPENSION

### *In-School Suspension*

**In-School Suspension (ISS)**: Students whose conduct is bordering on out-of-school suspension may be assigned to the ISS program. ISS is an alternative program designed to help students stay in school, complete their work, and overcome their problems. Students must show a cooperative attitude and follow prescribed procedures when placed in the ISS room. Those students who do not cooperate or who become a discipline problem in ISS will be suspended out of school for the remainder of the time they were to spend in ISS. If this program does not work, other disciplinary action will be taken, up to and including expulsion. ISS students may not practice, attend, or participate in any school-sponsored extra-curricular activities on assigned ISS days. **NOTE: This includes the last assigned day, too.**

### *Out-of-School Suspension*

**Out-of-School Suspension (OSS)**: Students suspended out of school are not eligible to practice, attend, or participate in any extra-curricular activity for the duration of the suspension and are not to be on Marshall Public School property (this includes ALL assigned days). No make-up work or school credit will be given during out-of-school suspension time unless arrangements have been made through the BMS administration.

## LEVELS OF DISCIPLINARY CORRECTION

There are three levels of disciplinary correction. The severity of correction is determined by the offense of the student and his/her past record of behavior. Prior to referring students to the assistant principal for disciplinary action, responsible staff members will have arranged conferences with parent/student, implemented a behavior plan, and evaluated its effectiveness to help the student behave acceptably.

### **Level One**

- |    |  |    |  |
|----|--|----|--|
| 1. | First offense – one After School Time and/or lunch/social time   | 3. | Third offense – three days OSS                       |
| 2. | Second offense – two After School Times and/or lunch/social time | 4. | Fourth offense – possible ten days OSS               |
| 3. | Third offense – one day ISS                                      | 5. | Fifth offense-possible ninety days suspension        |
| 4. | Fourth offense – two days ISS                                    | 6. | Sixth offense – expulsion and/or police notification |
| 5. | Fifth offense – three days ISS                                   |    |  |

### **Level Two**

1. First offense – one day ISS and/or two After School Times
2. Second offense – two days ISS
3. Third offense – three days ISS
4. Fourth offense – OSS to expulsion

### **Level Three\***

1. First offense – three days ISS
2. Second offense – five days ISS

\*Some Level 3 violations are subject to more severe consequences as noted on the following pages.

Note: After three stays in ISS, the student may be subject to a hearing with appropriate staff members, parents, and administrators to determine what disciplinary action, counseling, and/or treatment is needed. Ninth hours must be served on the date required unless there is a note from a parent/guardian explaining why the ninth hour must be postponed.

## GENERAL CATEGORIES OF UNACCEPTABLE BEHAVIOR AND DISCIPLINARY ACTION LEVELS

1. ALCOHOL/CONTROLLED SUBSTANCES/COUNTERFEIT SUBSTANCES – The use, sale, transfer, possession, being under the influence of alcohol, intoxicants, inhalants, narcotics, look-alike, controlled substance, and/or any drug are prohibited on or in school property, at school-sponsored activities (home or away), or in any vehicle while being used to transport students for the school district. Level 3 – first offense is subject to 10 days OSS with up to 90 days OSS and notification of police/juvenile authorities. Second offense is recommended expulsion with notification of juvenile authorities.
2. ARSON – The intentional or attempted burning of any part of any building or property of the Marshall Public School District is prohibited. This includes using matches or lighters without proper permission. Level 3 – first offense is subject to ten days OSS.
3. ASSAULT- Intentionally causing bodily harm to another without the consent of that person is prohibited. Level 3 – first offense is subject to 45 days OSS and notification of police/juvenile authorities.
4. BULLYING – Any repeated and systematic, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group. This may also include “cyberbullying” and/or any other form of “electronic bullying”. Level 2-3. **Due to the serious nature of bullying there may be more severe disciplinary action taken depending on the incident.**
5. CHEATING – Dishonesty while completing schoolwork, plagiarism, and/or falsifying or altering records is prohibited. Level 2-3.
6. DANGEROUS FIREARMS – Any weapon which is designed to or may readily be converted to expel a projectile by action of an explosive is prohibited. Level 3 – in accordance with federal law, first offense mandates at least one calendar year suspension from school and notification of police/juvenile authorities. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Second offense requires expulsion from school and notification of police/juvenile authorities.
7. DANGEROUS WEAPONS AND CHEMICALS – The possession or use of any device designed as a weapon and/or capable of producing death or bodily harm is prohibited (examples include knife, BB gun, crossbow, mace, slingshot, shells, look-alike, or other similar deadly weapons). Level 3 – first offense is subject to a minimum of ten days OSS with possible expulsion and notification of police/juvenile authorities.
8. DESTRUCTION OF SCHOOL PROPERTY – Destruction or defacing of books, school supplies, school equipment, or the school property is prohibited. Level 3 – first offense is subject to payment of damages and /or disciplinary action.
9. DISCRIMINATORY ACTS – Any verbal or written act directed toward a person on the basis of race, sex, national origin, ancestry, creed, parental status, sexual orientation, or handicap that promotes negative stereotyping or that degrades or flagrantly demeans any individual is prohibited. Level 2-3.
10. DISORDERLY/UNSAFE CONDUCT – Behaviors that are abusive, indecent, profane, boisterous, unreasonably loud, rough, risky, or tend to cause or provoke a disturbance are prohibited. Level 2-3.
11. DISRESPECT – Using derogatory names, dishonoring, or in any other manner abusing verbally or in writing a member of the school staff or student body is prohibited. Level 3 – first offense is subject to ten days OSS.
12. FAILURE TO SERVE After School Time – Knowingly and willfully refusing to serve an assigned ninth hour is prohibited. Level 2-3.
13. FALSE ALARMS – Initiating a false fire alarm or false report of a fire, false 911 reports, impending bombing, or catastrophe is prohibited. Level 3 – first offense is subject to 10 days OSS.
14. FIGHTING – Aggressive, hostile, bodily contact with others is prohibited. Level 3 – first offense is subject to 10 days OSS.
15. FIREWORKS – Anything manufactured, processed, or packaged for exploding, that emits sparks (lighters), is combustible, is considered a lighting material, or does not have another common use, is not permitted on school property or buses. Level 3 – first offense is subject to 10 days OSS.
16. FORGERY – Falsely using the name of another person or falsifying times, dates, grades, addresses, or other data on school forms/documentations is prohibited. Level 2-3.
17. GAMBLING – To bet money or other property in school is prohibited. Level 2-3.
18. INAPPROPRIATE DISPLAY OF AFFECTION – Embracing, kissing, caressing, or any sexual activity under circumstances deemed inappropriate is prohibited. Level 1-3.

19. INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE – Giving encouragement by words, acts, or deeds to fights, demonstrations, or protests which disrupt school is prohibited. Level 2-3.
20. INSUBORDINATION – Willful failure to respond to or carry out a reasonable directive by authorized school personnel is prohibited. Level 3 – first offense is subject to 10 days OSS.
21. DISRUPTION OF THE EDUCATIONAL PROCESS – Conduct, behavior, or attire; use of obscene, suggestive, and/or profane language; or gestures advocating disruptive or illegal activity is prohibited. Level 2-3.
22. LITTERING – Throwing or leaving waste, debris, or other litter on school property, other than in authorized and customary waste receptacles, is prohibited. Level 1-2.
23. LOITERING – Being present in any school building or on school grounds at a time or in a manner not usual or permitted is prohibited Level 1-3.
24. LYING – To act dishonestly or to deceive or convey a false impression is prohibited. Level 2-3.
25. OBSCENITY – Possession of sexually explicit materials or illustrations on school grounds is prohibited. Level 2-3.
26. PHYSICAL ABUSE OF STAFF- Unwanted physical contact/abuse of staff member by student. Level 3- first offense is subject to 45 days OSS and notification of police/juvenile authorities.
27. POSSESSION OF STOLEN PROPERTY – Possessing or wearing items that belong to another person, organization, or school system, without the consent of the rightful owner, is prohibited. Level 2-3.
28. SEXUAL ASSAULT – The intentional touching of clothed or unclothed intimate part(s) of another person with any part(s) of the body or with any object or device, thereby causing offense or alarm, is prohibited. Level 3 – first offense is subject to a minimum of 45 days OSS with possible expulsion and notification of police and juvenile authorities.
29. SEXUAL HARASSMENT – Unwelcome sexual advances, requests for sexual favors, or abusive verbal or physical conduct is prohibited. Level 3 – first offense is subject to 10 days OSS.
30. THEFT–Taking or concealing the property of another without the owner’s consent is prohibited. Level 2-3.
31. TARDINESS – Being late to school and/or not being in class when the bell rings is prohibited. Level 1-3.
32. THREATENING OR INTIMIDATING ACTS – The act of verbally, or by gesture, threatening the well-being, health, or safety of any person on school property or en route to or from school is prohibited. This includes the acts of extortion and borrowing or attempting to borrow money or valuables from a person without agreement free of the presence of either an implied or expressed threat. Level 3 – first offense is subject to 45 days OSS and notification of police/juvenile authorities.
33. TOBACCO, ELECTRONIC/VAPOR CIGARETTES – Students may not use or possess tobacco products, electronic cigarettes, or other nicotine-delivery products. Also including the possession of leaves or cultivated tobacco plants prepared for use in smoking, chewing, or snuff at any time on, or adjacent to, school property is prohibited. *Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.* Level 3 – first offense is subject to 10 days OSS.
34. TRUANCY – Unauthorized absence for any school day(s), or portion of a school day, is prohibited. Level 2-3 – first offense is subject to 10 days OSS.
35. VANDALISM/CRIMINAL DAMAGE – Intentional destruction of property belonging to others is prohibited. Level 3 – first offense is subject to payment of damages and/or other disciplinary action.

**THESE RULES NOT ONLY APPLY DURING REGULAR SCHOOL HOURS AND ON SCHOOL GROUNDS, BUT ALSO ON BUSES AND AT ANY SCHOOL FUNCTION. SERIOUS INFRACTIONS MAY INCLUDE REFERRAL TO POLICE AUTHORITIES.**

Not all inappropriate behaviors are covered because of unforeseeable circumstances. Due to the severity, frequency, and/or special circumstances surrounding some offenses, each administrator may use professional discretion in working with students and their parents to determine appropriate disciplinary action, counseling, and/or treatment needed to help the student behave appropriately.

### **GENERAL SCHOOL RULES**

In addition to the general items listed under the discipline guide, there are other rules which apply during each school day.

1. Toys, music players, laser lights, rubber bands, skateboards and scooters, etc., should not be brought to school. These items do not make a contribution to academic achievement and are an invitation to theft. They are prohibited from the building without prior permission.

2. Cell phones/smart watches, head phones should not be seen or heard during the school day. \* see **Cell Phone Policy below**
3. No items are to be bought or sold in the building without the consent and approval of the principal's office. Items found without consent will be confiscated without consideration for monetary loss.
4. If necessary, telephone calls may be made by students from the office. Students may only use the phone after receiving permission from a teacher or administrator.
5. Substitute teachers should be treated with great respect, as they are guests in the school.
6. Chewing gum and energy drinks are prohibited. Candy is not allowed unless approved by a staff member.
7. Students should not write or pass notes in school.
8. Students and their parents must read a document entitled Marshall Public Schools INTERNET Network Terms and Conditions and sign a contract agreeing to those terms before students are allowed to use the internet at school. Misuse of internet will result in termination of rights and possible disciplinary action.

### **MARSHALL PUBLIC SCHOOLS CELL PHONE/COMMUNICATION DEVICE POLICY**

Cell phone/Smart Watch use is **not** permitted during the school day. Staff members will take away cell phones if they are seen or heard for **any** reason. The phone will then be turned into the Assistant Principal.

1<sup>st</sup> offense – conference w/ Asst. Principal and phone returned at the end of the day

2<sup>nd</sup> offense – conference w/Asst. Principal and parents will have to pick up cell phone

3<sup>rd</sup> offense –conference w/Asst. Principal and loss of cell phone possession at school and After School Time.

4<sup>th</sup> offense and on-could be considered insubordination and disciplined as such.

**\*Due to the many capabilities of cell phones (pictures, video and audio recording, etc.) there may be more severe disciplinary action taken depending on the incident.**

### **AFTER-SCHOOL TIME (A.S.T.)**

A.S.T. gives students the opportunity to take responsibility for minor school infractions. When students are assigned an after-school detention, they are expected to stay until 3:45pm. If a student cannot stay the assigned date, a date should be set before the date of stay. The student and Mrs. Brown must agree on the date. If students cannot stay for A.S.T. because of parental requests, the students **cannot** stay and participate in after school activities. If A.S.T.'s are "skipped" by students for unexcused reasons, further disciplinary action may be taken.

### **TLC/ ALTERNATIVE SCHOOL**

The TLC/Alternative School is an alternative educational setting. When students are assigned out-of-school suspension for disciplinary reasons, or when a student is struggling academically, administration may offer one of these settings as an option.

### **TRANSPORTATION**

Bus transportation is provided for all students who live more than one mile from BMS. A transportation policy will be given to parents at the beginning of the school year. Both parents and students will be required to sign the forms stating their understanding of the policy. Transportation vehicles are considered to be an extension of the classroom, and school discipline policies appropriate to the classroom may be applied to transportation vehicles. The driver is in charge of students while they are on the bus, and students must obey him/her promptly. Minor misconduct will result in the following action from the bus driver.

\*Repeated minor offenses and any major offenses will be referred directly to the assistant principal. Fighting, disrespect to the driver, vandalism, and other similar behavior require referrals to be filed by the driver immediately.

Note: This is only a guideline, as administration may assign an alternative suspension for a different amount of days, **removal from the bus can occur at ANY time** depending on the severity and frequency of the actions. Video cameras may be used to monitor student behavior while on the bus. These tapes may be used in disciplinary procedures, and are for administrative use only.



## Marshall Public Schools Transportation

### Bus Conduct Grid

Category	Infraction	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
<b>A</b>  Minor	<ul style="list-style-type: none"> <li>• Not Seated Properly</li> <li>• Inappropriate language</li> <li>• Food/drinks on bus</li> <li>• Taking pictures/Video recording</li> </ul>	Conversation with Principal and call home	Minimum 1-3 day suspension from ALL MPS Transportation	Minimum 5 day suspension from ALL MPS Transportation	Minimum 10 day suspension from ALL MPS Transportation	Suspension from ALL MPS Transportation for remainder of school year
<b>B</b>  Serious	<ul style="list-style-type: none"> <li>• Self and Objects inside the bus</li> <li>• Hands/feet to ones self</li> <li>• Follow Driver directions</li> <li>• Vandalism (Restitution required to ride)</li> <li>• Lasers</li> <li>• Danger Zone Violations</li> <li>• Tobacco and/or E-Cigarettes</li> </ul>	Minimum 1-3 day suspension from ALL MPS Transportation	Minimum 5 day suspension from ALL MPS Transportation	Minimum 10 day suspension from ALL MPS Transportation	Suspension from ALL MPS Transportation for remainder of school year	
<b>C</b>  Severe	<ul style="list-style-type: none"> <li>• Fighting/ assault</li> <li>• Bullying</li> <li>• All Criminal/ Illegal Acts</li> </ul>	<p>Suspension Pending Administration Review.</p> <p>Suspension for remainder of the school year from ALL MPS Transportation. Report will be submitted to appropriate authorities per state law and/or board policy.</p>				

**Bus Referral Actions**

1st Misconduct— Verbal Warning via Bus Driver

2nd Misconduct— Student assigned seat

First and subsequent referrals, refer to the bus conduct grid.

## ACTIVITIES

Students are encouraged to take part in a variety of activities offered by Bueker Middle School. Activities include clubs and interscholastic athletics, which are announced at the beginning of each school year. Dates and times will be provided at the start of each season by the sponsor/coach.

## CLUBS

Academic Team  
BMS Singers  
Breakfast Reading Club  
Industrial Technology Club  
Yearbook

Speech and Drama  
Student Council  
Technology (computer) Club  
Math Clubs

## INTERSCHOLASTIC ATHLETICS

Athletic competition against other schools is offered for the following sports:

### 7<sup>th</sup> Grade

Football – fall  
Girls' Volleyball – fall  
Girls' Basketball- winter  
Boys' Basketball – winter  
Wrestling – winter  
Cheerleading – fall/winter  
Track – spring

### 8<sup>th</sup> Grade

Soccer – fall  
Football – fall  
Girls' Volleyball - fall  
Boys' Basketball – winter  
Girls' Basketball – winter  
Wrestling – winter  
Cheerleading – fall/winter  
Track – spring

### Eligibility Requirements:

1. Eighth grade students should not have reached the age of 15 prior to July 1, preceding the opening of school (age 14 for 7<sup>th</sup> graders).
2. Students must have been promoted to the next grade and must not have failed more than one class the **previous quarter**, per MSHSAA rules.
3. Students may not participate in athletics on assigned after-school detention, in-school or out-of-school suspension days.
4. Students must participate in the required number of practices, per MSHSAA rules, to be eligible to play.
5. Students must be in school for the whole day in order to participate in a game. Exceptions must be cleared by an administrator.
6. Students must make prior arrangements if an activity requires them to miss classes.
7. Students **must** have a physical examination and insurance before participating in any sport (practice or play). If a student participates in more than one sport, another physical is not necessary unless there has been an injury or debilitating illness.
8. During the sport/activity season, a student may not participate in competition (games, practice, and try-outs) if they have a failing grade(s). All grading issues may come under administrative review.
9. All parents and students must sign the Bueker Middle School Activity Agreements form in order to participate in any activity.

## SPORTSMANSHIP

The first rule of good sportsmanship is being courteous to everyone around you—classmates, visitors, players, coaches, and officials. Good sportsmanship requires:

1. that no spectator or group of spectators attracts attention to themselves by remarks or actions. Improper action by spectators cannot help but detract from the game.
2. that no fans say anything derisive to an opponent.
3. that every member of the crowd remains quiet during free throws for both the home team and the opponents.
4. that spectators do not wander about while the game is being played.
5. that no one blocks the view of other spectators.
6. that spectators refrain from throwing paper or other materials on the playing area or in the stands.
7. that fans cheer for good players but never “boo”. “Booing” is in direct conflict with good sportsmanship.

**\*\*\*Any athlete/participant may be removed from an activity or team at any time due to behavior that brings discredit to the school, staff, or community.**

**\*\*\*Students may be removed from any sport or activity due to inadequate academic progress.**

**Coaches/Sponsors will inform participants of the specific guidelines.**

## **SPECIAL SERVICES POLICY STATEMENT**

It is the policy of the Marshall Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Handicapped students may be covered by this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of handicapped students and their parents under Section 504 will be enforced. The Marshall Director of Special Education is the coordinator of Section 504 activities at 860 West Vest, Marshall, Missouri.

## **NOTICE of NON-DISCRIMINATION**

Marshall Public Schools do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Grace Durham, Director of Special Services  
860 W. Vest, Marshall, MO 65340  
(660) 886-7414

For further information on notice of non-discrimination, see list of [OCR enforcement offices](#) for the address and phone number of the office that serves your area, or call 1-(800)-421-3481.

## **MIGRATORY SERVICES**

The Marshall Public School District assesses the educational and related health and social needs of the migrant student(s) and homeless and gives full access to all programs ordinarily provided to all other children to meet their needs. These needs would include Title I, Special Education, Gifted Education, Vocational Education, English for Speakers of Other Languages, counseling programs, elective classes, and fine arts classes.

### **Marshall Public Schools S.A.F.E. (Seeking Acceptance For Everyone) Program**

Students who experience housing distress, are in transitional living situations, or who are simply struggling economically often times are *not able to take advantage of all the opportunities public education has to offer.*

State guidelines related to education and displaced students are created to ensure everyone receives a fair chance to learn and excel in the education process. The S.A.F.E. Program was developed by Marshall Public Schools to help meet the needs of students who are struggling economically as well as those who are displaced due to housing concerns. This program is based partly on the requirements of the McKinney-Vento act (Title X, Part C of the No Child Left Behind Act). The S.A.F.E. Program not only helps students who qualify as homeless, but also helps students who are struggling economically as well.

*The school district, in working with the families and local service agencies, hopes to better meet the specific needs of these students so they can participate more fully in the educational process.*

#### **Qualifications for S.A.F.E.**

The Social Work Department, along with the S.A.F.E. Program Steering Committee, determines who qualifies for the program and it is typically a case by case situation.

To be eligible for the S.A.F.E. program the student must be lacking the ability to obtain the needed items to meet their basic everyday needs. If a student qualifies as "homeless" they may be eligible to receive more resources than a student who qualifies for the S.A.F.E. Program alone. A student can qualify for the portion of the S.A.F.E. Program that is for homeless students if they are lacking a fixed, regular and adequate nighttime residence. Students must be school age (3 years old and up) and are enrolled, or planning to enroll in, an educational program with the Marshall School District. If a student qualifies during the year, he or she will remain under "homeless" guidelines until the following school year. He or she will also automatically receive free lunch.

## **PUBLIC NOTICES**

### **504 PUBLIC NOTICE**

Marshall Public Schools, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

Marshall Public Schools assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For



purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

Marshall Public Schools has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at your child's school by contacting your child's school counselor/504 coordinator.

### **FAPE/IDEA/GEPA/FERPA**

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

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

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

The Marshall Public School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at district's Administrative Building located at 860 West Vest, Marshall, MO 65340. The district phone number is 660-886-7414. *This notice will be provided in native languages as appropriate.*

### **ASBESTOS PUBLIC NOTICE**

In accordance with the U.S. Environmental Protection Agency (USEPA) Asbestos Hazard Emergency Response Act (AHERA), the Marshall Public Schools hereby provides public notice concerning the availability of Asbestos Management Plans that provide specific information about Asbestos Containing the Building Materials (ACBMs) present in the school facilities in the Marshall Public Schools.

#### **Availability of Asbestos Management Plans:**

The Asbestos Management Plan documents for each school site will be maintained at the Marshall Public Schools Central Office. Updated information regarding inspections, response action, periodic re-inspections, surveillance activities, notifications, and training records will be added to the Asbestos Management Plans as final documents become available.

Asbestos Management Plans for individual schools can be made available for inspection within 5 working days of a request by interested individuals. Appointments to review a school's plan can be arranged by contacting the Asbestos Program Manager's office at 660-886-7414 ext. 300, to schedule a mutually agreeable date/time to meet, review, and answer questions about the plan.

#### **Description of Steps to Be Taken to Provide Annual Notifications:**

Annual notifications will be provided to parents, teachers, and employees through three possible means...  
1.) Annual posting on the School District website [www.marshallschools.com](http://www.marshallschools.com).

- 2.) Annual posting on individual school administrative bulletin boards, and
- 3.) Annual notice in school handbooks.

## **BULLYING POLICY**

**General:** To promote a safe learning environment for all students, the Marshall School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

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

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

*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 officers, appointed in Policy AC (Dr. Carol Maher and Dr. Terry Lorenz), will serve as the districtwide anti-bullying coordinators. The anti-bullying coordinators 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 coordinators 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 Title IX/Anti-Bullying Coordinators: Dr. Carol Maher or Dr. Terry Lorenz. 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.

## **SUICIDE AWARENESS AND PREVENTION**

Section 170.048, RsMO

1. By July 1, 2018, each school district shall adopt a policy for youth suicide awareness and prevention, including plans for how the district will provide for the training and education of its district employees.
2. Each district's policy shall address, but not be limited to, the following:

(1) Strategies that can help identify students who are at possible risk of suicide, (2) Strategies and protocols for helping students at possible risk of suicide, and (3) Protocols for responding to a suicide death.

### **Why a New Policy?**

Young people are especially susceptible to suicide because they can experience many of the same stresses that face adults, in addition to the pressures of growing up. However, young people usually lack the network of support many adults have, perspective on life, and experiences in dealing with problems that come with age.

### **Student education will include the following:**

1. Information about mental health, well-being and suicide prevention and awareness
2. Promotion of a climate that encourages peer referral and which emphasizes school connectedness
3. Recognition of the signs that the student or their peers are at risk for suicide
4. Identification of issues that may lead to suicide including depression, anxiety, anger, and drug/alcohol dependency

5. Directive to not make promises of confidence when they are concerned about peer suicide
6. Identification of a trusted adult on campus with whom students can discuss concerns about suicide

### **SEXUAL HARASSMENT POLICY**

It is the intent of the Marshall Public School District to provide and to promote an atmosphere conducive to learning. Bueker Middle School has a strict policy prohibiting any form of sexual harassment of students. Any type of harassment (sexual, racial, or otherwise) will not be tolerated.

Harassment is defined as offensive language, physical or verbal sexual advances, physical contact or any other conduct which causes another individual discomfort or embarrassment. Sexual harassment may include, but is not limited to:

- Verbal harassment or abuse.
- Subtle pressure for sexual activity.
- Inappropriate or unwelcome touching, patting, or pinching.
- Intentional brushing against a student's body.
- Demanding sexual favors accompanied by implied or overt promise of preferential treatment.
- Inappropriate staring at another person's body ("looking you up & down").

Anyone believing himself/herself to be a victim of sexual harassment by a student or an employee of the district should report such complaints to a principal, teacher, counselor, or other staff member. A reporting form is available in the principal's office, but reports may also be verbal or by informal written note. The school will act to investigate all complaints as quickly as possible.

Individuals who sexually harass either a student or staff member may be subject to civil or criminal litigation or both, as well as discipline by the school district, including possible suspension or expulsion.

### **TEACHING ABOUT HUMAN SEXUALITY**

The Board of Education recognizes that parents/guardians are 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. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

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 (ED)-

- 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 -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school 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
3. 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 -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Marshall Public School District has developed and 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 Marshall Public School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Marshall Public School 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 Marshall Public School 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 ED. Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

### **FOOD SERVICE MANAGEMENT (Nondiscrimination in School Nutrition Programs)**

All information materials and sources, including websites, used by the district to inform the public about the district's food service program will contain the following information:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [https://www.ascr.usda.gov/complaint\\_filing\\_cust.html](https://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, DC 20250-9410;

2. Fax: 202-690-7442; or

3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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**Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

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### **The Missouri Course Access Program (MOCAP)**

**Marshall Public Schools** makes every attempt to meet the curricular needs of all of its students by offering a wide range of course offerings and opportunities, both face-to-face and online. In cases where student need is not being met by these course offerings, the recently passed Senate Bill 603 (referred to as "MOCAP") attempts to address this gap. MOCAP was passed with the intent of:

- Expanding the range of courses and opportunities offered to students
- Offering courses for students when there are no qualified teachers to teach the course
- Allowing students to take a course not offered at the local school district

**In brief, MO Senate Bill 603 states that:**

*Students who have been enrolled full time in a public or charter school for at least one semester immediately prior, may enroll part-time or full-time in the Missouri Course Access and Virtual School Program (MOCAP). Enrollment must be approved by Marshall Public Schools. A student with a documented medical or psychological condition that prevented the student from attending school during the previous semester shall be exempt from the requirement that a student is enrolled full-time in and attended a public school for at least one semester in order to enroll in Missouri Course Access and Virtual School Program courses.*

**If you feel that your or your child might benefit from this program, enrollment takes place the same time enrollment takes place for other MPS courses. Students should enroll in MOCAP courses the same way they enroll for regular MPS courses, i.e. with their counselors.**