

Mound City Elementary School



Student Handbook 2021-2022



Ms. Dee Flint, Principal

MOUND CITY ELEMENTARY

MOUND CITY R-2 SCHOOL DISTRICT

**708 Nebraska Street
Mound City, Missouri 64470
Telephone: (660) 442-5420
Fax: (660) 442-5282**

**Korey Miles
Superintendent
korey.miles@mndcty.org**

**Dee Flint
Principal
dee.flint@mndcty.org**

Mission & Vision Statement Revised April 2015

The MISSION for Mound City Elementary is simple:

- T** Training for Life Success
- E** Everyone Motivated to Achieve
- A** All are Valued
- C** Caring Environment
- H** Hope for the Future

The VISION for implementing this MISSION is slightly different for the different grade levels of the building.

GRADES PK – 1st Grade Vision:

Training for Life Success by promoting responsible, respectful, and safe citizens.

Everyone is motivated to achieve and individual strengths are recognized and celebrated.

All children are valued, respected, and take pride in themselves, school, and their community.

Caring environment that is friendly, loving, and nurturing.

Hope for the future!

GRADES 2-4th Grade Vision:

Mound City Elementary School is a partnership of students, parents, staff and community with a vision of educating independent thinkers and problem solvers, where everyone is goal oriented, by having a safe, responsible, respectful environment in which communication is valued that will inspire successful and productive citizens.

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ELEMENTARY SCHOOL STAFF

Preschool

Jaclyn Hale, Lead Teacher
Sarah Saxton, Paraprofessional

Kindergarten

Kara Yocum

Grade 1

McKinsie Radley
Kristen Rogers

Grade 2

Alex Drewes

Grade 3

Jacqueline Rother

Grade 4

Lori Butrick

Library

Allison Rogers, Librarian
Sarah Montgomery, Paraprofessional
Annie Schmerber-Corrington

Elementary Counselor

Beth Graves

Art

Annie Schmerber-Corrington

School Nurse

Angela Brook

Physical Education

Katie Cole

Title I Reading

Sarah Osburn

Music

Becky Reinig

ECSE/Special Education

Jessica Haer
Shawna Farr, Paraprofessional

Paraprofessionals, Title I

Jill Asher
Melanie Ashford

Speech and Language Pathologist

Jennifer Daniels

P.A.T.

Jaclyn Hale

Elementary Secretary

Ashley Hollingsworth

Elementary Principal

Dee Flint

Food Service Staff

Amy Keith, Manager
Amy Baker
Sharon Petersen

Custodial Staff

Paul Panning, Maintenance Director
Nanette Panning
Kyle Staples
Bonnie McCall

**MOUND CITY R-2 SCHOOL DISTRICT
2021-22 CALENDAR**

August 17 th -20 th	Teacher's In-service Days
August 23 rd	Students' First Day out @ 12:30
September 6 th	No School Labor Day
September 27 th	No School – In-Service
October 19 th	First Quarter Ends
October 21 st	Out @ 12:30 Parent/Teacher Conferences
October 22 nd	No School
November 1 st	No School – In-Service
November 24-26	No School - Thanksgiving Break
December 21 st	2nd Qtr/First Semester Ends (Out @ 12:30)
December 22 to January 3	No School Christmas Break
January 3 rd	No School Teacher In-service
January 4 th	Third Quarter Begins
January 17 th	No School – Martin Luther King Jr. Day
February 7 th	No School – In-Service
February 21 st	No School Presidents' Day
March 9 th	March Madness: Dismiss at 12:30, 3rd Quarter Ends
March 10 th & 11 th	No School March Madness
March 14 th	Fourth Quarter Begins
April 4 th	No School Teacher In-Service
April 14 th	Easter Break – Dismiss at 12:30
April 15 th - April 18 th	Easter Break – No School
May 18 th	Middle School Awards & 8th Grade Promotion
May 19 th	Last Day of School out @ noon, 4th Quarter Ends

***Possible Make Up Days –1/17, 2/21, 3/9, 3/10, 3/11, 4/18 for 36.4165 hours**

Total Student Days	170	Total Hours	1095.7612
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ALL SCHOOL CANCELLATIONS WILL BE ANNOUNCED ON: KLZA 101.3, KKJO 105.5, KMA 960, KFEQ 680, KNIM 97.1, KQ2TV, and Textcaster cell phone service

WELCOME TO MOUND CITY R-2 ELEMENTARY SCHOOL

Mr. Korey Miles, Superintendent
Ms. Dee Flint, Principal

Telephone: 660-442-5420 Hours: 7:45 a.m. – 3:45 p.m.

Arrival Times:

Regular arrival: 7:40 a.m. - 8:00 a.m.

Bus arrival: 7:40 a.m.

Walkers Eating Breakfast: 7:40 a.m.

***Students arriving prior to 7:40 a.m. WILL NOT be supervised .**

Breakfast Served: 7:40 a.m. - 7:57 a.m.

Beginning Bell: 8:00 a.m.

Dismissal: 2:59 p.m. All students waiting for rides are to be picked up by 3:00.

VISITORS ARE ALWAYS WELCOME

(Please Check In The Office **Before** Going To The Classroom)

STUDENTS LEAVING DURING SCHOOL DAY must be signed out in the office by their parent/guardian.

SCHOOL LUNCH INFORMATION -

- Each lunch shift will be 27 minutes in length.
- PreK 10:45- 11:12
- Grade K- Grade 4 lunch shift will be from 11:35 – 12:05
- Students who bring their lunch from home will go to the lunchroom with their regular group.
- Breakfast is also available to students between 7:40 and 7:57.
- Breakfast: \$1.50 daily - reduced 25 cents daily.
- Lunch: \$2.55 daily - reduced 40 cents daily.
- Ala Carte available daily.
- (Prices may be subject to change.)

Student Groups:

- Elementary students will be allowed to charge a maximum of ten(\$10.00) dollars.
 - These meals will include only the menu items of the reimbursable meal.
 - After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.

- Middle School students will be allowed to charge a maximum of ten(\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
 - High School students will be allowed to charge one meal.
1. No charges will be allowed for ala carte foods and beverages.
 2. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
 3. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for “payment in full.”
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
 4. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
 5. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District’s website.

Applications for free/reduced lunches are available in all administrative offices. Re-application must be made every year.

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 are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of 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 USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

STUDENTS SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 7:40 A.M.

IMPORTANT INFORMATION CHANGES

If there are any changes in address, telephone numbers, sitters, emergency contacts or **SPECIFIC DIRECTIONS REGARDING WHO CAN/CAN'T PICK UP YOUR CHILD**, please write the information down and send or bring it into the elementary office.

ATTENDANCE

Reference: Policy 2310 and Regulation 2310

We encourage all students to attend daily, and to remain in school for the entire daily session. Students benefit most when they are in class and can benefit from interaction with their teacher and other students. Absences and tardies are recorded as either excused or unexcused. PARENTS ARE TO SEND A NOTE STATING THE REASON FOR THE ABSENCE OR TARDINESS. These are kept on file for reference. Please call when your child is going to be absent. *“Excessive” means more than five absences per semester* unless extenuating circumstances are involved. Tardies should not exceed 3 per semester. If there is reason for concern, the building Principal will contact you.

ATTENDANCE & TARDINESS

Reference: Policy 2310 and Regulation 2310

Students are encouraged to attend school daily and to remain in school for the entire daily session. Students benefit most when they are in class and can benefit from interaction with their teachers and other students. In addition, regular attendance in class promotes habits of punctuality, responsibility and self-discipline.

Attendance Policy

1. All assignments will be made up from any absence as given by the teacher/administrator. Students will be allowed one day to make up work for every day absent, with a maximum of five days.
2. When possible, assignments for make-up work will be asked for in advance. Students who will be leaving school early due to school activities must get assignments from teachers **before** leaving on school activities (i.e. field trips, sporting events, etc.) or they will not be allowed to participate.
3. If a student is suspended, he/she will be held accountable for work missed and allowed to turn in work for credit upon their return to school.
4. Students are not allowed to leave school without a request from their parent and approval from administration.
5. Leaving school during the day without permission from an administrator is considered truant. Parents must accompany students to the principal's office to be remitted to classes. Re-admission is possible only after disciplinary action, most likely in-school suspension, has been completed and the parent/guardian and student have satisfactorily met with the principal.
6. Excused and Unexcused Absences

Parents need to call the school in the morning of the day a student is absent for that absence to be considered excused. If the student is sick, has a doctor appointment, funeral, or with the parent he/she will be considered **excused**.

***If no phone call is made, the student will be considered “unexcused.”**

7. Upon **5 total days absent for the semester**, the student will begin making up school time either after school, before school, or during Saturday school. The Principal in application of this policy will consider extenuating circumstances. Letters will be sent home when students are nearing the “excessive” absence limit. If the time or date appointed cannot be fulfilled as assigned, it is the parent’s responsibility to contact the principal and make satisfactory arrangements. Failure to do so could result in the matter being turned over to juvenile authorities. Continual excessive absences may be referred to the juvenile authorities at the discretion of the administration.
8. **Students must be in school a full day on the day of an activity to be eligible to participate/attend in any school related activity that same day.** Exceptions may be reviewed with the administration in advance. These include doctor and dentists appointments with a written excuse from the doctor and/or dentists. Students consistently tardy or absent after a student activity will be considered for disciplinary review by the administration. If an activity falls on a weekend, the student must have attended the preceding scheduled school day.
9. **Students may not participate or attend an activity on a day they have been suspended or in ISS (In School Suspension).**
10. Students missing 20% or more of the year (approximately 30 days) will be under consideration for retention and promotion to the next grade level will be reviewed before the administration.

Tardy Policy

Students who are tardy for class will be placed in the “Intervention/White” Level during Extreme Exploratory time at the end of the day. They will remain at such level for as many days as they have tardies. If students have more than **three** tardies, they will begin staying in after school detention for each tardy beyond three.

BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation or bullying. “Harassment, intimidations or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic, (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability) , or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action (s).

This policy also prohibits cyber bullying, which is bullying through communication technologies- email, cell phones, pagers, text messages, instant messages, defamatory personal websites, personal polling sites, or a combination of these-to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others.

➤ **Bullying Incident Report Form may be found at the back of the handbook**

BUS INFORMATION

Only regular bus students (assigned according to their home/sitter’s address) may ride the buses to and from school. On some buses, seating is extremely limited. If another child, not regularly assigned to a bus, is to ride to a friend’s house, etc., a note is to be sent with your child to give to the bus driver. These students fall under the same behavioral guidelines as regular bus students. “EXTRA” students will **NOT BE ALLOWED TO BOARD THE BUS** without a note from the parent. **Regular** bus students not riding the bus will need a note stating a change in routine.

BUS RULES AND REGULATIONS

- To insure safety, the driver must be totally in charge. Passengers must respond promptly to instructions given.
- The use of tobacco, food or drink on the bus is prohibited. Animals and oversize objects, as well as glass containers are not permitted.
- Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.
- Keep aisles and stepwell clear at all times
- Never extend any portion of your body out bus windows.
- Do not attempt to get off or move about while the bus is in motion. Always remain seated until it stops.
- If you cause damage to the bus, you or your parents must pay for that damage.
- Regular schedules must be observed. The bus cannot wait for tardy passengers. Pupils must be on time.
- Wait at the proper stop. Never stand in the roadway.
- If you cross the street or road to board, wait for the driver’s signal. Cross well in front of the bus.
- Observe driver’s instructions when you unload. If you cross the street or road, wait for signal from driver and cross well in front of the bus.
- Drivers will not unload passengers at places other than the regular
- stops near their home or at school without proper authorization from the parent or school officials.
- Failure to follow these regulations may result in suspension from transportation.

STUDENTS AND PARENTS: Please review the above requests, as these will be the basic rules of conduct for your bus transportation. For the safety of all concerned, any repeat offenders will be subject to the suspension or permanent removal of the bus transportation.

BUS DISCIPLINARY GUIDELINES:

- **First Offense—Conference with student by driver. (Warning)**
- **Second Offense—Driver contacts parents and reports act to principal.**
- **Third Offense—three to ten day suspension of bus riding privilege and/or from school, depending upon nature of the incident. Conference with principal, driver, parent and student.**

Principals have the authority to impose more severe penalties upon the student if the conduct so warrants, depending upon the nature of the incident.

CAFETERIA RULES

1. Breakfast eaters are to join their class in their designated areas when finished eating.
2. Students are responsible for keeping their lunch account numbers private.
3. Lunchroom voices should be in a low, talking tone and volume.
4. Students should display appropriate manners to maintain a healthy, safe and pleasant atmosphere for all.
3. Students sit with their classmates, or as designated by their teacher or supervisor.
4. Cold lunch students are not to carry glass containers, other than a thermos-type bottle. For safety reasons, it is requested that students not bring soda pop in bottles or cans.
5. Students bringing cold lunches containing food with peanut butter or food processed in factories that process nuts will be asked to use a sanitizing wet wipe before exiting the cafeteria.
6. Students with food allergies will sit at a designated table.
7. Remain seated until dismissed by teacher or supervisor.
8. Students will keep the area around their dining area clean and pick-up appropriate food and/or wrappers.
9. Students should only eat items on their plates or what they have brought from home. Students should not TRADE any food items due to food allergies that exist in school.
10. Students will not be dismissed to go back to their rooms for money.

CANCELLATIONS

All school cancellations will be announced on: KKJO (105.1), KMA (960), KFEQ (680), and KQTV prior to 6:30 a.m. when possible. Information will be also sent via text message. For information on how to sign up using Northwest Cellular, call the elementary office.

CELL PHONES & ELECTRONIC DEVICES

Elementary students keep all cell phones & electronic devices at home. **Students are not allowed to have or use cell phones at school.** If phone calls need to be made home, students will be allowed to call from their classrooms with teacher supervision or from the office. Student use of cell phones during school will result in disciplinary action.

CONFERENCES

Parent-teacher conferences are scheduled for the end of first quarter between the hours of 1:00 and 8:00 p.m. Other conferences requested by the school or parents will be arranged to accommodate the needs of both parties between the hours of 7:30 a.m. and 5:00 p.m.

COMMUNICATION

A newsletter will be published each month. It will contain dates of upcoming events, news articles, an all school calendar, pictures, and menus for the month. More information will be given within the first month of school. The school website, as well as school phone app, contains a great amount of information at: www.mndcty.k12.mo.us Parents are encouraged to sign up for “Text Alerts” through Northwest Cellular. The link to sign up for this service is located on the school website.

DAILY SCHEDULE - District

7:40 – 7:57	Arrival Times & Socialization (Supervised)
8:00 - 8:46	First Period
8:49 - 9:35	Second Period
9:38 - 10:24	Third Period
10:27 - 11:13	Fourth Period
11:16 – 12:02	Fifth Period
12:05 – 12:32	Lunch & Socialization (Supervised)
12:35 – 1:21	Sixth Period
1:24 – 2:10	Seventh Period
2:13 – 2:59	Eighth Period
2:59	School Dismissal

DISCIPLINE – SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT (PBS)

Purpose: The staff at Mound City R-2 agrees the purpose of PBS is to inform and communicate ways to be respectful and responsible in a safe learning environment.

The staff has identified three target behaviors for all students PK-12: respect, responsibility, and safety. Furthermore, each of these areas have been defined into expected behavior in multiple settings (Matrix of Expected Behaviors – Appendix A). Students will be taught the behavior expectations and the district will reinforce these target behaviors with positive supports (Continuum of Support – Appendix B).

Should students choose inappropriate behaviors, their behaviors will be evaluated to determine if it is a MINOR misbehavior or a MAJOR misbehavior (See Minor/Major definitions – Appendix C).

Minor Misbehavior: Students exhibiting minor misbehaviors will be redirected to demonstrate and practice appropriate behaviors. **Upon the student exhibiting three minor**

behaviors within in a day, the student will be sent to the principal, and this will be considered a major discipline referral.

Major Misbehavior: Students exhibiting major misbehavior will be sent immediately to the principal whereby the policies and procedures outlined by the Board of Education will be implemented. Those procedures are as follows:

Behavioral Expectations

Regulation 2610

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct that is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation as well as the District’s corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent’s office.

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District’s discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to punish the student; to deter future misconduct; and to provide a safe and positive environment in which students can maximize their learning potential.

Behavioral Expectations – Continued

1. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student’s discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

2. Sale of a controlled substance or substance represented to be a controlled substance.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student’s discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

3. Assault of Student—Use of physical force with the intent to do bodily harm.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student’s discipline record.

- Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
4. Assault of Staff member—Use of physical force with the intent to do bodily harm.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
 5. Possession of a Weapon—Defined in Policy 2620

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
 6. Possession of or presence under the influence of alcohol

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
 7. Arson—Intentionally causing or attempting to cause a fire or explosion

First Offense: 11-180 days of out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement in student's discipline record.
 8. Sexual Harassment—Harassment of students by employees or other students is strictly prohibited. Sexual harassment is defined as unwelcome sexual advances or other verbal or physical conduct of a sexual nature using language, objects, or pictures.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. *

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. *
 9. Threatening Language—Use of verbal threats to do bodily harm

First Offense: Principal/Student Conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension or 1-180 out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
 10. Extortion—Verbal threats or physical conduct designed to obtain money or other valuables.

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

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

11. Fighting—Physically striking another in a mutual contact as differentiated from an assault.
- First Offense: Principal/Student Conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student’s discipline record. *
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record. *
12. Disruptive Behavior—Conduct that has the intentional effect of disturbing education or the safe transportation of a student.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.
13. Theft—Non-consensual taking or attempt to take the property of another.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.
14. Vandalism—Intentional damage or attempt to damage property belonging to the staff, students, or the District.
- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in student’s discipline record.
- Subsequent Offense: 11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.
15. Truancy—Absent or tardy from class or classes without authorization.
- First Offense: Principal/Student conference or 1-3 days in school suspension.
- Subsequent Offense: 3-10 days -in-school suspension.
16. Defiance of Authority—Refusal to obey directions or defiance of staff authority.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.
17. Improper Displays of Affection—Consensual kissing, fondling, or embracing.
- First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student’s discipline record.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.
18. Indecent Exposure—Includes display in public location of buttocks and genitals.
- First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student’s discipline record.

- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
19. Use of Obscene or Vulgar Language—Language that depicts venous sexual acts, human waste, blasphemous language, or any language deemed inappropriate.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
20. Possession or use of tobacco or tobacco products
- First Offense: Principal/Student conference or in-school suspension, or 1-3 days out-of-school suspension
- Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.
21. Disruptive Speech or Conduct—Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
22. False Alarms—Tampering with emergency equipment, setting off false alarms, making false reports.
- First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
23. Bus Misconduct—Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.
24. Electronic Devices – Using Electronic Communication Device without the permission of administration or teacher or in an inappropriate manner. This includes cell phones, ChromeBooks, iPads, etc.
- First Offense: ECD will be confiscated and picked up after school by the student or student may lose privileges to use at school.
- Subsequent Offense: ECD will be confiscated and picked up by the parent after student/parent/principal conference or student may lose privilege to use at school
- Continued Offenses: In school suspension, 1 – 180 days out of school suspension, or expulsion and possible documentation in student's discipline record. Student will not be allowed to have ECD at school.
25. Gang Activity - Any suspicious activity-involving an individual that is considered "gang" activity.
- First Offense: Student/Parent Conference with removal of Gang Items.
- Second Offense: Contact Authorities and/or 1-3 days ISS

Continued Offenses: Contact Authorities and up to 10 days OSS, Administrative discretion.

- Any offense that constitutes a “serious violation of the district’s discipline policy” as defined in Board Policy JGF will be documented in the student’s discipline record.

DUE PROCESS FOR STUDENTS

1. All students have the right to be informed of rules and regulations.
2. All students have the right to be informed of charges if they violate the rules and regulations.
3. All students have the right to a fair hearing
4. All students have a right to appeal; the process in order: Teacher, Principal, Superintendent, and Board of Education.
5. All students have a right to receive a copy of rulings of all appeals.

CORPORAL PUNISHMENT: PROHIBITED

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

SEARCHES BY SCHOOL PERSONNEL

Policy 2150

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stole properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not right. The school retains the authority to conduct routine patrols of the parking lots. The interior of a student’s automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. School officials may appropriately discipline a student who refuses to submit to a search.

DISMISSAL OF STUDENTS: K – 4 PARENT PICK-UP ROUTINES

1. Please meet your child outside on the WEST side of the building at 2:59. (Students will exit from FRONT doors of building on WEST side.) Parents are encouraged to remain in their vehicles and staff personnel will send children to appropriate vehicles.
2. Please keep CIRCLE DRIVE OPEN for preschool parents (preschoolers not riding the bus are REQUIRED to be picked up from the classroom).
3. In case of inclement weather, students/parents will wait INSIDE the FRONT door lobby at the bottom of the stairs.

ETHICS

School ethics are established in order to keep the school operating efficiently. Students should conduct themselves properly and be a loyal citizen of this school and community at all times.

- In activities, show good sportsmanship at all times; do not “BOO” officials or players; be a good loser and a gracious winner; be especially courteous to all visitors; observe proper conduct at all activities.
- Students are not to leave the classroom until dismissed by the teacher.
- Students are not to swear; tobacco (any form), alcohol, or drugs will not be tolerated on school property.
- We ask that students do not chew gum or eat candy or snacks during school time.
- Use gym shoes when playing on gym floors.
- Students will be held responsible for damaging school property.
- Students should not be in the building before or after school unless under the supervision of a teacher.
- Mrs., Mr., Miss, Coach, are appropriate salutations when speaking to or about a teacher.
- All students representing the school in any event are bound to the regulations of the school. No student is to engage in any language or conduct that will discredit or bring dishonor to this school.
- Students will not be permitted to represent their school in any event if the student was not in school in the day of the event. Exceptions may be made if the absence was unavoidable, and prior permission was received.
- Students should be dressed and groomed neatly at all times while representing our school.

EMERGENCY WEATHER

Dismissal of school in cases of snow or hazardous roads will be announced over local radio stations: KKJO, KNIM, KXCV, KFEQ, KMA, TextCaster (cell phone text message) and the St Joseph television station KQ2. Designated snow routes may be followed when school is in session depending on road conditions. It is the parent's responsibility to see that students meet

the buses at the proper locations and times. Failure to do so will result in students being counted absent from school.

PLAN AHEAD WITH YOUR CHILD AND HAVE AN EMERGENCY ROUTINE ESTABLISHED - THIS KEEPS YOUR CHILD SAFE. UNDER SUCH CIRCUMSTANCES, OUR BUILDING IS TO CLOSE IMMEDIATELY FOR STAFF SAFETY PURPOSES.

FIELD TRIPS

For out-of-town field trips, a notice will be sent home for each trip, along with a permission slip for parent/guardian signature.

For field trips in Mound City, notice will be given and **permission is assumed** unless otherwise stated by the parent/guardian.

HAZARD PLAN

Because of September 11, 2001, our district has developed a Hazard Plan in compliance with our nation's Homeland Security response program to protect our student to the greatest possible degree in the event of terrorist activity involving radiological, chemical, or biological incidents.

Radiological and chemical incidents will require the rapid evacuation of the building and this will be accomplished quickly. If transportation of students is required, school buses will be available for their transfer to another building.

Biological incidents will require a lock-down of the school until health department personnel can determine whom, if anyone may leave the building. Should students need to remain in the building, be assured their protection, nourishment and comfort will be provided. In the event that a lock-down must occur, be aware that police and others will secure the building and grounds and the health department quarantine will be enforced.

If medical personnel determine that students require emergency treatment, it will be provided. If protective immunizations are required, you will be informed before such treatment is begun and you will have the option to determine if the immunizations are to be given. Health department personnel will be available to inform you of the benefits and dangers involved with immunizations.

PROMOTION and RETENTION

Policy 2520 and Regulation 2520

The purpose of promotions and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 – Promotion and Retention.

GENERAL PROMOTION AND RETENTION REQUIREMENTS

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. “Double promotions,” that is, acceleration beyond the normal grade placement, may be approved for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of the advanced grade. Parents/guardians, teachers, and administrators must agree that it is in the best interest of the student under consideration.
3. A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January, and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:
 - a. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
 - b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
 - c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
 - d. An academic program including remediation will be offered to the student.
4. In recommending promotion or retention, these factors will be considered:
 - a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, and work samples.
 - b. Chronological age.
 - c. Study Habits.
 - d. Attendance.
 - e. Social and emotional maturity.
 - f. State-mandated retention requirements for primary/middle school students.
5. The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

READING LEVELS AND STATE-MANDATED RETENTION

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days after the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days after the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to the fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

Exceptions

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMo.
2. Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

Appeal of Retention Decisions

Parents/guardians who wish to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

AFTER SCHOOL TUTORING PROGRAM

The After School Tutoring Program provides students with additional instruction toward their current studies. Teachers help students with additional strategies to learn objectives and complete their homework with understanding.

The program will be on Monday through Thursday each week immediately following school (3:00 - 4:00 p.m.) Students will not be required to attend every session. They may attend on an “as needed” basis. Parent must arrange transportation from the After School Tutoring Program.

Eligible Students:

Students will receive specialized services, during the school day, for the following reasons:

1. Students who are struggling with a particular academic concept(s).
2. Students who are performing at the below average or failing level.
3. Students who do not complete their homework.

Interventions will be given to students during the school day. Students will receive additional instruction in their targeted need areas at a time in the school day when they will NOT miss additional instruction or homework in the classroom.

Academic Concerns

- After typical classroom interventions have taken place, the classroom teacher will refer students to attend the Panther Den.
- One major skill will be identified for targeted intervention.
- A team will meet monthly to discuss progress of student toward the academic targeted skill. The Care Team will be composed of the classroom teacher, intervention teacher, principal, reading coach, reading teacher, and special education teacher.
- If the student is not progressing toward academic grade level expectation, the Care Team will devise a plan of intervention, which may include:
 1. Tier II & Tier III Reading Instruction.
 2. Tier II & Tier III Math Instruction
 3. Brainstorm new strategies to try and draw on additional resources as determined by the Care Team
 4. Communication with parents will continue to be made.

GRADING SYSTEM

- Report Cards will usually be sent home approximately three days following each nine-week period. Parents are urged to look them over, sign, and return to classroom teachers. If there are any questions, please contact the principal and a discussion of the grade or grades will be scheduled.
- The grading scale follows: 100 - 96, A; 95-90, A-; 89 - 87, B+; 86 - 83, B; 82 - 80, B-; 79 - 77, C+; 76 - 73, C; 72 - 70, C-; 69 - 67, D+; 66 - 63, D; 62 - 60, D-; 59 - 0, F.

- Any student who misunderstands their grade or desires to talk over their grades is urged to make an appointment with the teacher or the principal
- A mid-term progress report will be sent home to parents in the middle of the grading period for those students below a “C”, or as needed.
- Parent/teacher conferences are held at the end of the first grading period for all students. A conference may be requested if there is a concern.
- Work assigned during suspensions must be completed, but credit shall be given.

*NOTE - LATE WORK DUE TO ABSENCES: Students will have a minimum of one day per absence in order to make up late work, or a maximum of five days to make up missed work upon returning to school. Work received after this time period will result in a “zero.”

GUIDANCE COUNSELING

Guidance counseling services will be offered to students on a routine basis. School counselors will be in classrooms every week teaching the Guidance Counseling Curriculum. Students will have opportunities to visit individually with school counselors through the initiation of the students, parents, counselor, or administration. Permission is assumed unless otherwise stated by parents.

In addition to our school counselor, we will have access to School Social Work services. Our school has contracted with ACES (Area Cooperative for Educational Support) in order to address the emotional, behavioral, and / or mental health needs of our students. This service will supplement existing services in our counseling department and provide additional support and resources to school staff and families. The School Social Worker may work with any student in response to common daily occurrences or crisis situations that may arise. Social workers may work individually or in groups. Permission is assumed unless otherwise stated by parents. Please contact your school administrator and / or counselor if you have any questions about this service.

HANDICAP PARKING

Handicap parking is available in the half-circle drive, on the south side of the school building.

HEALTH SERVICES

A registered professional nurse is in our building four mornings per week, normally on M, T, W, and Friday. Vision, hearing, growth, scoliosis, and dental screenings are conducted throughout the school year. Various health related topics are incorporated into the curriculum throughout the year. If you have any health related concerns regarding your child, please make an appointment to discuss them with the school nurse. It is the responsibility of the parent to keep the school district informed regarding any changes in the health status of your child.

HEALTH – ALLERGIES

Students are not to share or trade food at any time, nor eat on the bus. Other students in school may have a LIFE THREATENING food allergy, usually to NUTS/PEANUTS. Always check with the classroom teacher in regards to any food allergies that may exist in the classroom before bringing foods for parties/classroom events.

Head Checks for Contagious Parasites

In the event that an infestation of head lice/nits is found, the student will be sent home from school. The parents/guardians are responsible for getting the infestation corrected before the child returns to school. Upon return to school, school authorities will check the child before the child may return to class.

HEALTH-STUDENTS WITH COMMUNICABLE DISEASES

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.
4. Physician's note may be required prior to returning to school.

Additional Guidelines:

1. A student shall be FEVER free at least 24 hours without medication before returning to school.
2. A student should not return to school until 24 hours AFTER last time vomited.

* A fever is considered to be 100.4 degrees or above.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care

Operators,” a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

HEALTH-STUDENT PHYSICAL EXAMINATION

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student’s fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless State or Federal law specifically mandates the examination to be the responsibility of the school.

AT-RISK CURRICULUM

Policy 6150

The Board of Education directs that curriculum be developed to meet the needs of students at risk of failure. This curriculum is to include strategies infused in all areas of regular education, K-12, to address the special needs of students at-risk due to disadvantaged backgrounds.

As provided by state and federal guidelines and funds, the Board directs the administration to utilize funds from ESEA, Title I and state programs for alternative education, among others, as resources for curriculum development for students at-risk.

INSURANCE

Each year a low cost accident policy is offered to all public school pupils. While the schools have no obligation in case of accidents, they are glad to offer this policy which will pay a part of the expenses incurred in accident cases.

Briefly, students may be insured for the school year for accidents which occur between home and school (also either on or off the school bus) as well as for accidents which occur while they are engaged in any school sponsored activity.

Please understand this insurance is being offered as a service by the school and neither the school nor anyone connected with the school will profit in any way from it. We do feel that the students and their parents will benefit by this program.

INVITATIONS

Parties are nice, but if invitations are sent to the school to be handed out or delivered in class, every child or all members of the same sex in the class, should be included to avoid hurt feelings.

Otherwise, they will not be handed out and delivery is to be done through other means outside of the school.

INTERVIEWS AT SCHOOL BY LAW ENFORCEMENT AGENCIES OR OTHER OFFICIALS (Board of Education Policy) Policy 2160

1. Mound City R-2 School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities.
2. The school administration is responsible for making an effort to protect each student’s rights with respect to interrogations by law enforcement officials.
3. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present.
4. Parents must be notified of interview held by the law enforcement official or by the school principal or designee.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school; however, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

LIBRARY AND TEXT BOOKS

Rules for taking care of school books:

- KEEP TRACK of them, in a place that is clean, dry and away from younger brothers and sisters.
- PROTECT them when the weather is wet or snowy.
- RETURN textbooks to school EVERY DAY, we don’t have extras to lend.
- RETURN library books WHEN DUE. No checkout permitted until returned.
- KEEP BOOKS CLEAN - don’t draw, write or color in them, don’t eat or drink while you read, and HAVE CLEAN HANDS when you touch them.

Students and families accept the financial responsibility for the care of schoolbooks and library books entrusted for student use. Costs for repair and replacement will be charged when appropriate. Overdue library books paid within 2 weeks from due date.

MEDICATIONS

Occasionally, medication must be given at school. We encourage you to keep this to a minimum. When medication (prescriptive and non-prescriptive drugs) must be given at school, the following guidelines must be adhered to:

1. Written orders from a licensed health care provided must be obtained, and should include the name of the drug, dosage, the route of administration, and the time interval in which the medication is to be taken.
2. The parent/guardian of the student must complete a form provided by the school district BEFORE medication can be administered.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or licensed health care provided. (See #1.)
4. Unused medication cannot be sent home with students, parent/guardian must come to pick it up.

MORNING LINE UP PROCEDURE AND RECESS INFORMATION

MORNING PROCEDURE:

Bus riders will arrive at school on the upper playground and enter school through the lower southeast doors. Students walking or receiving rides from parents may enter the building through the lower playground doors or the main, west entrance. Walkers may enter the building at 7:40 to eat breakfast. Students will be brought into the gym at 7:40 during inclement weather. Otherwise, students in grades K-4 should line up on the upper playground. PK students should go directly to the preschool room upon arrival. When temperatures are below 32 degrees, teachers will use their discretion as to where line up will occur.

RECESS:

At recess students will be kept inside when the temperature or wind chill is in the low to middle teens. Please dress students appropriately for the weather, as they will be taken outside to recess if at all possible.

PHOTO & NAME RELEASE

Students will be photographed throughout the school year in order to document school history, events, projects, and trips experienced by the classes. The photographs taken by the school may be used for media purposes (PowerPoint presentations, web site pages, blog, social media, school app, monthly newsletters, or news articles for local news media). If students' pictures are used, their first names may be printed, but last names will be kept confidential. If pictures are used by the local news media, first and last names will be given. ***Parent permission is assumed regarding this action unless notification is given to the school district in writing.***

Please note: Parents are welcome to take pictures and videos of special events in your child's classroom or at school functions; however, we ask that you respect the privacy of our students and staff. If you choose to make your pictures and/or videos public via social networking sites, e-mail, websites, etc., we ask that you only use pictures of your own child where other students are not identifiable. We appreciate your help in maintaining the confidentiality of our student population.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Mound City R-2 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Mound City R-2 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Mound City R-2 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 Mound City R-2 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 Mound City R-2 School District, 708 Nebraska Street, Mound City, MO, Special Education Director's Office, on Monday – Fridays from 8:00a.m. to 2:59 p.m.

This notice will be provided in native languages as appropriate.

Public Notice: Equal Educational Opportunity

Policy 2110

It is the policy of the Board of Education to provide a free and appropriate education for disabled students. Disabled students are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Disabled students will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and SS 162.670 -995 RSMo., Missouri Special Education Services. In addition, the identification of disabled students and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

Public Notice: Family Educational Rights & Privacy Act (FERPA)

Designation of Directory Information – Policy 2400

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires the Mound City R-2 School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mound City R-2 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the district to include this

type of information from your child's educational records in certain school publications. Examples include: a playbill, showing your child's role in a drama production; the annual yearbook; honor roll or other recognition lists; programs, etc. If you do not want Mound City School District to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing by September 1 of year school year. The Mound City R-2 School District has designated the following information as directory information: student's name, address, telephone listing, photograph, dates of attendance, grade level, participation in officially recognized activities, and awards and honors received.

Public Notice: Services for Students with Disabilities

The District does not have a general curriculum for students with disabilities. Instead, it is the policy of the District to develop an individualized educational program (IEP) for each public school student with a disability who needs special educational services pursuant to the Individuals with Disabilities Education Act (IDEA) and an accommodation plan for students who are qualified only pursuant to Section 504 of the Rehabilitation Act. Each IEP is designed to meet the unique needs of the student and to offer a free appropriate public education. In addition, the District's IEPs will address the extent to which each student's disability affects his/her ability to access the District's general curriculum and what modifications, accommodations, and supplementary aids and services, if appropriate, are necessary to provide for such access. Each public school student with a disability will be educated to the maximum extent appropriate with children who are nondisabled.

The District will provide special education and/or other services to students with disabilities in accordance with applicable law, include the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B.

SAFE SCHOOLS POLICY

Mound City R-II Schools adhere to the Safe Schools Act of 1996, which guarantees safety for every student in a public school. This bill calls for school officials and local law officials' involvement in the enforcement of public school safety. The following felonies must be reported: first and second degree assault; forcible rape or sodomy; first and second degree burglary; robbery; distribution of drugs to a minor; first degree arson; voluntary manslaughter; sexual assault; felonious restraint; property damage; possession of weapons under the provision of Chapter 571 Mo. Rev. State. (Also, juvenile officers are required to report to superintendent if a student enrolled in the district has had a petition filed that the student has committed a crime in this list.)

INSTRUCTIONAL SERVICES: STATEWIDE ASSESSMENTS

Policy 6440

All students will participate in a statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

ELEMENTARY ASSESSMENT SCHEDULE

<u>Assessment Instrument</u>	<u>Grade Level</u>
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State Assessments:

*Administered in Spring of school year

ELA Missouri Assessment Program (MAP)	3, 4, 5, 6, 7, 8
MA Missouri Assessment Program (MAP)	3, 4, 5, 6, 7, 8
SC Missouri Assessment Program (MAP)	5, 8

District Assessments:

*District Created Assessments

STAR Beginning of Year (BOY) & Quarterly Assessments – ELA & MA	K, 1, 2, 3, 4, 5, 6, 7, 8
---	---------------------------

DIBELS (Reading) – Quarterly	K, 1, 2, 3, 4
MClass (Math) – Quarterly	K, 1, 2

Classroom Assessments:

Weekly Reading Assessment	K, 1, 2, 3, 4, 5, 6, 7, 8
Topic Math Assessments (Approximately every 1 ½ - 2 weeks – depending on topic length.)	K, 1, 2, 3, 4, 5, 6, 7, 8

*Teachers have the right to administer additional assessments as they deem appropriate for monitoring progress of students, either whole class or individually.

Public Notice: Title I

Parent Involvement

Regulation 1621

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and reviewing of Title I programs.

Title I Staff Responsibilities

1. Provide letters to parents regarding Title I programs and curriculum, how their children were selected for Title I, how their progress will be measured, how much progress they are expected to make during the school year, and how their performance compares to that of their schoolmates.
2. Provide an orientation meeting for parents each school year before the end of the first quarter.
3. Provide parents of each school with the results of the annual review. This review is to include the individual school performance profiles.
4. Provide timely notification to parents, in the form of letters and flyers, regarding Title I meetings and workshops.
5. Offer professional development opportunities for teachers on increasing their effectiveness in teaching all students eligible for Title I services and on addressing the needs of Title I parents.
6. Offer workshops for parents on how to help assist in the instruction of their children.
7. Send data regarding year-end Title I program evaluation results to all parents.
8. Invite parents to and include parents in Title I program review team meetings.
9. Notify parents regarding the professional qualifications of their student's classroom teachers.

Title I Schoolwide Plan

A copy of the district's Title I Schoolwide Plan is available in the elementary office and on the school website: www.mndcty.k12.mo.us

Public Notice: Title I Parents Right to Know

Regulation 1621

Mound City R-2 Elementary receives Title I funds to address the needs of students who most demonstrate a need for targeted intervention in reading, writing, and/or math. Parents have the right to request information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications;
- What baccalaureate degree major and any other graduate certification or degree is held by the teacher, and the field of discipline of the certification or degree;

In addition, the district will provide at a parents request:

- Information on achievement level of the parent's child in each of the academic assessments;
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Requests by parents for this information will be provided by the district in a timely manner.

HARASSMENT OF STUDENTS

Policy 2130

Harassment of students by employees or other students is strictly prohibited by the School District. Harassment is defined as unwelcome advances, requests for favors, or other verbal or physical conduct of a nature when:

1. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
2. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
3. Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity.

Whether a student voluntarily submits to advances or requests is irrelevant for purposes of this policy.

Students who believe they have been victims of or have witnessed harassment should report incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation.

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure. Publications disseminated to employees and students will inform them of this policy.

Virtual Instruction

The district will accept courses offered through Missouri's K-12 Virtual Instructional Program (MO CAP) as units of credit meeting state and local graduation requirements, provided that the quantity and quality of completed student work meets standards applicable to the District's traditional program. For information regarding MOCAP courses, contact Central Office at 660-442-3737.
<https://mocap.mo.gov/>

GENERAL ADMINISTRATION:

PARENT/FAMILY INVOLVEMENT IN EDUCATION

Policy 1405

In order to implement the Board's commitment to parent/family involvement in students' education, the District has implemented an educational involvement plan with the following features:

1. Regular two-way communication between school and parents/families. Such communication will include but not be limited to scheduled parent visit to school, electronic communication, use of translators, parent volunteers, and other programs recommended by the Parent/Family Involvement Committee.
2. Assist parents in developing positive, productive parenting skills, as well as positive productive means of interacting with District administrators and staff.
3. Provide professional development opportunities for District staff to facilitate productive parent/school involvement in promoting education of District students.
4. Involve parents in meaningful activities to enhance student learning.
5. Enhance opportunities for parents/families to visit schools in a safe and open atmosphere. Such opportunities will include, but are not limited to, identifying roles for parent volunteers, providing training for volunteers and provision of family activities at school.
6. Affirmatively involve parents in school decisions which affect their children.
7. Utilize community resources to promote and strengthen school programs, family practices, and student learning.

8. The Plan will be reviewed annually with input from parents and staff. Meeting agenda sign-in sheets and meeting minutes will be prepared and maintained by the District.
9. Full opportunity for parent participation will be provided to all parents including, but not limited to, parents with limited English proficiency, parents with disabilities, and parents of migratory children.
10. Conduct an annual evaluation of the policy to identify and resolve any barriers that would limit the involvement of parents. (Examples of barriers include, but are not limited to, economically disadvantaged, limited English proficiency, limited literacy, disabled or are of any racial or minority background).

SPORTING EVENT GUIDELINES AND EXPECTATIONS

Elementary students are invited to attend junior high and senior high sporting events to cheer our players on to victory. School spirit is an asset and participation is encouraged. Students attending the games are expected to be respectful of others, property, and watch the event. Students will not be permitted to engage in activities not supervised by school personnel: no running, playing under the bleachers, no football games behind concession stands, etc.

In the event that students are not following expectations, they will be asked to be seated and watch the game. If they do not follow the guidelines above, they will be asked to leave. These precautions are established for the safety of all students. We ask that all students and parents read these guidelines carefully.

TELEPHONE USE

It is important for students to learn how to act responsibly and to plan ahead. We encourage our students to be responsible for having AFTER SCHOOL PLANS ALREADY MADE AND UNDERSTOOD, their lunches, money, books and homework at school. Generally, missing lunches will be charged up to three, homework will be counted late and other make-up considerations left up to the teacher. The office phone should be used for emergency situations under most circumstances.

VISITORS

In order for the safety of our students, all visitors are asked to report to the principal's office for a pass before going to the classrooms. Students leaving during the school day MUST be signed out in the school office. Visitor parking is located on the south side of the building, by the southeast doors.

VOLUNTEERS

Interested parents, grandparents, and other adult friends of Mound City Elementary School are invited to participate in our volunteer program. We can always use additional assistance in our classroom or with special projects. If you are interested, please contact your child's teacher or the school office for further information. We appreciate your interest.

WEARING APPAREL

All individuals are concerned with their personal appearance. Clothing, hair and cleanliness are important factors in personal appearance. Students shall observe modes of dress and standards

of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Dress should reflect maturity in taste on the part of the student. Clothing which distracts from the educational process will not be tolerated. In order to promote a professional atmosphere, students will adhere to the following guidelines:

- Apparel is expected to conform to reasonable student standards of modesty.
- No excessive or inappropriate areas of skin or undergarments may be exposed.
- No apparel or grooming which presents a safety concern is permitted.
- No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted.
- No clothing or personal grooming that disrupts, or can be forecasted to disrupt the educational environment is permitted and/or has a double meaning is prohibited.
- No bare midriffs, short shorts, short skirts, narrow tank tops, spaghetti straps, or strapless shirts will be allowed. Within the bounds of good taste, modesty and appropriateness.
- Shorts or sleeves that are cut off need to be sewn.
- Clothing should be neat and clean. Shorts or jeans may not have rips or holes in them that go above a student's mid-thigh when arms are hanging at the side. Tears and rips should be from mid-thigh level down.
- Clothing meant to be worn as underwear should not be seen or worn as outerwear.
- No hats, bandanas (other than around the neck), and related items are not to be worn in the school building.
- No clothing that makes reference to alcohol, drugs, swearing, minorities or ethnic groups will be allowed and/or has a double meaning is prohibited.
- Clothing deemed too tight, such as biker shorts, yoga pants, tight spandex shirts, shorts, and pants is prohibited. *If tight pants are worn, a shirt long enough to cover the buttocks must be worn.

Administration retains the right to take whatever action is necessary when a student is dressed in a manner that is deemed disruptive to the educational process. Dress code is in effect for all activities home and away. Administration or staff members will ask you to change, correct the clothing problem and not wear the apparel or similar apparel again, and/or change into school issued garment. Further violations of this policy could result in one to three days of ISS.

DISCRIMINATION STATEMENT

The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender or national origin.

The District's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender or national origin.

STUDENT DIRECTORY INFORMATION

“Directory Information” is information in a student’s education records that is not generally considered harmful, and its release is not considered an invasion of the student’s privacy. Please fill out the information below, and sign the appropriate place. Parents who wish to retain the right to consent to the disclosure of directory information must so advise the school in writing.

Student Name _____

Address _____

Home Phone _____ Cell Phone _____

Birthdate _____

Parent Signature _____

Date _____

Mound City R-2 Schools

Computer Network User's Agreement

(Revised July 2014)

Internet access is available to the students in the Mound City R-2 School District. The purpose of internet access is to provide vast, diverse, and unique resources. The goal in providing this service to both staff and students is to promote educational excellence by increasing resource sharing, improving access to information, and developing global communications.

The internet, or world wide web, is the commonly used name for an uncontrolled, unregulated group of worldwide networked information resources. With access to computers and communication with people all over the world comes the availability of material that may be considered controversial. Mound City R-2 educators firmly believe the valuable information and interaction available on the worldwide network far outweigh the possibility that users may find material that is not consistent with the educational goals of the school district.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines and network etiquette. These guidelines are provided so that you are aware of the responsibilities you accept when signing the ***Mound City R-2 District Network User's Agreement*** and becoming a user.

Terms of Agreement

1. The use of the network is a **PRIVILEGE** which may be revoked by the administrators of the network at any time for abusive conduct. Such conduct would include, but is not limited to the following:
 - a. Altering of system software
 - b. Gaining information about explosives and other devices to harm individuals
 - c. Accessing and/or placing unlawful or inappropriate information on the computer system
 - d. Accessing and/or placing obscene, pornographic, abusive or otherwise objectionable language or images on the computer system
 - e. Knowingly damaging a computer system, either the software or hardware, could include a financial responsibility to repair the damage
 - f. Downloading files, music, games, or programs (CD music may be listened to using personal headphones at the discretion of the instructor)
2. The use of the school's network and computer resources must be in support of education and/or research and be consistent with the educational objectives of the Mound City R-2 School District. Social sites such as Bebo, FaceBook, MySpace, Xanga, Twitter and others do not fall into the category of educational sites because of the social nature, questionable content, and questionable users that have access to the people registered on those sites. These sites will **not** be allowed to be accessed on school property during school hours.

Non-educational use may be limited at any time by the district staff. This agreement applies to all computers and networks in the Mound City R-2 School District.

3. Transmission of any material in violation of any US, State, or local regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening, harmful, and/or pornographic or obscene material. **ANY ATTEMPT TO BREAK THESE LAWS THROUGH THE USE OF THE NETWORK MAY RESULT IN LITIGATION AGAINST THE OFFENDER BY PROPER AUTHORITIES – LOCAL, STATE, OR FEDERAL.**
4. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, an encyclopedia entry or software. Students and staff shall not:
 - a. Copy and forward
 - b. Copy and download
 - c. Copy and paste
 - d. Copy and uploadto/from the network or internet server any copyrighted material without approval by the computer network administrator, a teacher, or school administrator.
5. Any malicious or intentional attempt to alter, harm or destroy data of another user, any network program or equipment which damages or disrupts the computer system, alters normal performance, or causes the Mound City R-2 network system to malfunction will result in cancellation of all computer privileges. This includes the hacking or infiltrating of outside computing systems or networks via the Mound City R-2 network. Only authorized persons are to troubleshoot and fix computers at Mound City R-2.
6. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications (e-mail, etc.) or other computer files sent and received on the school computer network or stored in his/her directory or on disks. The school administration or other employee may, at any time, access any material to review the subject, content, and appropriateness of the electronic communications or other computer files and to edit or remove any material which the administration, at its sole discretion, believes to be objectionable. If warranted, any violation of rules will be reported to proper authorities and the user will be permanently removed from computer privileges.
7. Information service and features contained in the network are intended for the private use of its patrons, and any commercial or unauthorized use of the materials, in any form, is expressly forbidden. Product advertising, sales soliciting, web pages to advertise or sell a service, and political lobbying are prohibited.
8. The Mound City R-2 School District does not warrant that the functions of the system will meet any specific requirement users may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or

consequential damage (including lost data or information) sustained or incurred in the connection with the use, operation or inability to use the network. **STUDENTS HAVE THE RESPONSIBILITY OF VERIFYING THE ACCURACY OF ANY DATA ACCESSED FROM THE INTERNET FOR RESEARCH PURPOSES, BUT PLAGIARISM IS NOT ALLOWED, AS THIS IS CONSIDERED STEALING.**

9. Internet access through the network is intended for the exclusive use of students and staff with signed agreements on file. Users are responsible for the use of their password and account and should not share their password or use anyone else's password. If you suspect someone has discovered your password, contact the network administrator, and the password will be changed. Students and staff shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
10. All students will be assigned a district email and used to share and complete assignments. Any communication and sharing performed through the district email accounts will be monitored both at the district and classroom levels. Students in elementary and middle school will not be allowed to use personal email accounts outside of their district account. High school students will be allowed to use personal email accounts outside of their district account. High school students will be allowed to use personal email accounts as determined appropriate by administration and instructor discretion.
11. Shopping via the internet is an ever growing entity. Students will not use the Mound City R-2 network system to purchase items via credit cards or other means over the internet.
12. Viruses and spyware are an ever-increasing problem with computers. Because viruses may spread through internet sites, opening e-mail attachments is not allowed. If a staff member or a student infects a school computer with a virus, he/she will be financially responsible for repairs. Students may use flash drives to save work for school related materials only.
13. Wireless networking is available at the Mound City R-2 School District, but it will be used by only authorized Mound City R-2 users. Students will not bring to school any device (laptop, iPad, cell phone, etc.) that uses the Mound City R-2 wireless network without the permission of the administration.
14. Punishment for any violation of the internet agreement may include: First offense --- being removed from the computer system for one (1) quarter; Second offense – being removed from the computer system for the rest of the year; and more severe infractions will be dealt with according to the discretion of the school administration.
15. The rules and regulations for computer network usage may be changed from time to time by the administration as needed. Users of the network are subject to these changes.

Form B

Parental Consent

As the parent or guardian of this student, I have read the **Mound City R-2 Computer Network User's Agreement**. I understand that this access is a privilege designed for educational purposes. I also recognize that it is impossible for the Mound City R-2 School District to restrict access to all controversial materials and sites. I will not hold the district responsible for materials acquired from the network. I agree with this network and computing systems policy, which includes internet usage, and understand that I may be held financially responsible for bills incurred during the use or damage to equipment and/or software. I give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Signature _____

Date _____

Phone Number _____

Student Contract

I have read the **Mound City R-2 Computer Network User's Agreement**. I understand and will abide by the stated terms and conditions for the use of the network. I further understand that a violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be temporarily suspended or permanently revoked. School disciplinary action and/or legal action may be taken as a result of my misuse.

Student Signature _____

Date _____

RETURN TO THE ELEMENTARY SCHOOL OFFICE

In order to conserve resources, Mound City R-2 Student Handbooks are now online. Please access this document at www.mndcty.k12.mo.us If you would like a paper copy of the Student Handbook, one will be provided at your request from the Office.

As the Parent/guardian of a student at Mound City Elementary School, I have read the following policies and information contained in the **2021-22 Handbook**.

Parent Verification of Student Handbook Receipt

I, _____, the parent/guardian of _____, have read and discussed the Student Handbook with my son/daughter. I verify that I understand and accept policies, rules, and regulations set forth by the School Board.

Parent/Guardian Signature	Date
Student Signature	Date

The following forms need to be turned in with this handbook receipt:

- [] Student Directory Information (Form A – p. 36)
 - [] Computer Network Agreement (Form B – p.40)
-