

Student Handbook 2023-2024

Montgomery County R-II Middle School

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Montgomery City, MO 63361
(573) 564-2253

Home of the Wildcats



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SCHOOL PERSONNEL

ADMINISTRATION

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Dr. Jocelyn Schluss, Assistant Superintendent
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Sara Salfrank, Director of Special Education, ssalfrank@mc-wildcats.org
Adam Falloon, Athletic Director, afalloon@mc-wildcats.org

OFFICE PERSONNEL

Brigitte Hoffmann- Secretary, bhoffmann@mc-wildcats.org
Megan Nutt- Lunch Clerk, mnutt@mc-wildcats.org
Vickie Biggs, RN-Nurse, vbiggs@mc-wildcats.org

MIDDLE SCHOOL FACULTY & STAFF

Anthes, Cary canthes@mc-wildcats.org	7th Grade Social Studies
Basinger, Joe jbasinger@mc-wildcats.org	7th Computer Science
Chapman, Beth bchapman@mc-wildcats.org	Library Media Specialist
Combs, Stefanie scombs@mc-wildcats.org	8th Grade English Language Arts
Durham, Skyler sdurham@mc-wildcats.org	Health Education
Eikel, Eva eeikel@mc-wildcats.org	8th Computer Science
Farrar, Lori lfarrar@mc-wildcats.org	6th Grade Science
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Godsil, Stacy sgodsil@mc-wildcats.org	8th Grade Science
Gowin, Ginia ggowin@mc-wildcats.org	Art
Graves, Justin jgraves@mc-wildcats.org	Physical Education
Gray, Lynnette lgray@mc-wildcats.org	7th Grade Mathematics
Hankinson, Jan jhankinson@mc-wildcats.org	Family and Consumer Science

Hardwick, Jasmae jhardwick@mc-wildcats.org	Counselor
Harris, Lori lharris@mc-wildcats.org	7th Grade English Language Arts
Hasekamp, Cody chasekamp@mc-wildcats.org	8th Grade Mathematics
Healy, Kate khealy@mc-wildcats.org	6th Grade English Language Arts
Holligan, Karlie kholligan@mc-wildcats.org	6th Grade Mathematics
Horn, Jessica jhorn@mc-wildcats.org	Paraprofessional
Hudgens, Jeanne jhudgens@mc-wildcats.org	7th Grade Science
LaBrier, Lyndsay llabrier@mc-wildcats.org	Special Education
Leu, Rachel rleu@mc-wildcats.org	I.S.S.
Powers, Robert rpowers@mc-wildcats.org	8th Grade Social Studies
River, Kista kriver@mc-wildcats.org	Project Lead the Way
Rodgers, Chasity crodgers@mc-wildcats.org	Physical Education
Schroer, Kyle kschroer@mc-wildcats.org	6th Grade Social Studies
Seifried, Lauren lseifried@mc-wildcats.org	Band
Shaw, Victoria vshaw@mc-wildcats.org	Paraprofessional
Sullivan, Amanda asullivan@mc-wildcats.org	Introduction to Agricultural
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White, Samantha swhite@mc-wildcats.org	Special Education
Woods, Madelyn mwoods@mc-wildcats.org	Special Education

Montgomery County R-II Core Beliefs

We believe in making decisions based on what is best for kids utilizing all information available.

We believe in establishing a physically and emotionally safe environment for staff and students.

We believe in empowering students with problem solving skills and resiliency to become lifelong learners and productive citizens.

We believe in developing purposeful relationships with students, staff, parents, and the local community.

We believe all students can thrive with a challenging curriculum and effective instruction.

Mission

The mission of the Montgomery County R-II School District is to develop lifelong learners who become productive citizens.

Vision

The vision of the Montgomery County R-II School District is to build relationships with our community and develop lifelong learners.

District Pillars

Effective Teaching, Learning and Leadership

Safe, Orderly, Caring Environment

Leadership, Financial Responsibility and Facilities

Recruiting, Hiring and Retaining Quality Staff

Middle School Bell Schedule

7:56		Warning Bell
8:00 - 8:56		1st hour
9:00 - 9:56		2nd hour
10:00 - 10:56		3rd hour
11:00 - 12:17		4th hour
1st lunch shift	11:02 - 11:23 (7th grade)	
2nd lunch shift	11:28 - 11:49 (8th grade)	
3rd lunch shift	11:54 - 12:15 (6th grade)	
12:21 - 1:17		5th hour
1:21 - 2:17		6th hour
2:21 - 3:17		7th hour
3:21 - 3:50		8th hour

DAILY PROCEDURES

ARRIVAL AND DEPARTURE: Regular school hours are from 7:30 a.m. to 3:50 p.m. Tuesday through Friday with the first class starting at 8:00 a.m. **Students are not to be in the building before 7:30 a.m.** Students should leave the building at the end of the school day unless participating in a supervised after-school activity, or they are requested to stay and are supervised by a teacher. **Students should be checked in at the office by a parent if they arrive after the start of classes, and are to be signed out at the office if they leave during the school day.**

CHANGE OF ADDRESS: If name, street address, telephone number or any other student data changes during the school year, please notify the office. This is very important in keeping school records up to date and also enables the school to contact the parent/guardian in case of emergency.

CLOSED CAMPUS: Montgomery Co. R-II Middle School maintains a closed campus from 7:30 a.m. to 4:15 p.m. on all school days. Only students, registered visitors, and school personnel are permitted on school property during school hours.

COUNSELING INFORMATION: The Middle School counselor is available to assist students with problems throughout the year. Students should inform office staff if they wish to speak with the counselor.

EXPENSES: Some school classes and activities have expenses for which the student is responsible. Teachers/sponsors will make these costs known to the students.

FACULTY WORKROOM: Students are NOT allowed in the faculty workrooms without permission from a staff member.

FIELD TRIPS: Field trips are designed to be an extension of the learning experience. School policies and classroom expectations carry over to these opportunities. Before a student goes on a field trip, a permission form must be signed by parents/guardians. In order to qualify to participate in field trips, students are expected to be in good standing, academically and behaviorally. Any student whose attendance percentage is below 85%, or any student who has had significant discipline problems, within the semester, that warranted a safe school report will not be eligible to attend the field trip. Students who have received 2 or more office referrals (excluding referrals for minors) in the 6 weeks prior to the field trip will not be eligible to participate.

GIFTS FOR STUDENTS: Birthday balloons, flowers, and other gifts for students are discouraged at school, as they create an undue nuisance in the building and on the bus. Please do not have such items delivered to the school.

LIBRARY MEDIA CENTER: The library is open before school and during the school day for student use except during 3rd and 7th hours when the librarian is teaching a class. Students may come into the library during the day with a pass from a teacher.

MEAL POLICIES/PROCEDURES:

Breakfast will be served starting at 7:30 a.m. daily. Lunch will be served in three scheduled lunch periods.

Breakfasts are \$3.05, lunches are \$3.55 and extra milk is \$.45

Money for the student's lunch account should be placed in an envelope with the student's name, date, and dollar amount on the outside of the envelope and deposited at the principal's office or given to the lunch clerk. Calls are made everyday during the school week for accounts that are below \$5.00, but not \$0. Students will be served an alternative meal when their account balance reaches a -\$10.

Students must give their lunch account number while waiting in the lunch line. No second lunches will be given until all students have had the opportunity to get their first lunch. **Students must have money in their account to purchase a second lunch or à la carte items.**

No food or drink, other than approved bottled water, may be taken out of the cafeteria.

MONEY: It should not be necessary for students to bring large amounts of money to school. The school will not be held responsible for the loss of student money. If it is necessary to bring such money to school (ex. school trip deposit), it can be checked in at the office for safety.

NURSE: Students needing to see the nurse will request permission from their classroom teacher. If the nurse is not available, the student should report to the office. Students that are not feeling well **need to report to the nurse's office.** The nurse will then determine, based on symptoms, if that student's parent needs to be contacted. **Students should not contact their parents to come get them from school, without first seeing the nurse.**

PASSES: If a student is in the hallway while classes are in session, the student must have a pass from the staff member responsible for the student at that time. If a student must use a hall pass, the student should go directly to the destination specified on the hall pass and then return directly to class. If a student abuses the hall pass privilege, then that student will not be allowed any more hall passes. Students out of class without teacher permission or in an area of the building they did not have specific permission to go will be considered truant and disciplined accordingly. Students will receive one Oops! Pass punch card per quarter, lost cards will not be replaced. Your card will have 14 passes. Each time a student leaves a class one pass will be punched out. The pass is not replaceable or transferable to any other student. If a student needs to leave class for any reason they must give the teacher their Oops! Pass punch card. This includes visiting the restroom, locker, filling a water bottle, getting something forgotten in another class, etc... Students will have four minutes maximum when using the Oops! Pass. A tardy will be given if they are gone for longer than the given four minutes. If students don't have their card or have used all of their passes, they will only be allowed to leave for true emergencies. Teachers will track all emergency passes. Minors will be issued for students with excessive "emergencies". Teachers may deny students using an Oops! Pass. Students will be expected to keep their Oops! Pass in your Chromebook case. Students will not be required to use an Oops! Pass for a visit to the library or the Nurse.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS): The Middle School has adopted a set of positive behavior expectations to guide student behavior in school and at school events. We expect our students to be positive, respectful, and responsible ("Wildcats PuRR") in all school settings. Students will receive guidance and instruction in these expectations throughout the course of the school year. Additionally, we expect our students to model good citizenship and to take advantage of the educational opportunities they are given. The school has various programs in place to reward/recognize those students who meet these expectations. Our PBS expectations can be found in the back of this handbook.

TEACHERS ARE RESPONSIBLE FOR DISCIPLINE IN THEIR CLASSROOMS: Each teacher will have PBIS expectations and classroom-specific rules posted in the room. These rules will be explained to the students at the beginning of each semester and other times as needed. Disciplinary measures may need to be used through the use of minor/strike system and discipline referrals. A minor/strike will be given when classroom/building expectations are not being followed within reason. Multiple minors/strikes will result in a parent contact via phone, email, and/or parent conference. When multiple minors/strikes are given for the same offense within a short window of time the student will receive an office referral. Some major offenses are automatic office referrals, please refer to the PBIS matrix and flow chart in the back of this handbook.

RESTROOMS: Students should use their grade level assigned restroom during the four-minute passing time between classes. Students issued a pass by a staff member to use the restroom, should sign out the restroom key at the office and use their grade-level assigned restroom. Cell phone use is prohibited in restrooms and locker rooms. The locker rooms are for use only during physical education periods. Students are not permitted to enter the locker rooms except during their scheduled physical education class.

TELEPHONE: Students will not be called to the telephone during class periods unless it is approved by the administration. Parents should call the office if an emergency arises during the school day. Students are not permitted to use the telephones in the classrooms. If it is absolutely necessary for a student to make a call, using the school phone, during the day, that call will be made from the office. Students are allowed to make calls using their personal cell phones before 8:00 am, after 4:00 pm and during passing periods.

VALUABLES/LOST AND FOUND: Large amounts of money and other valuables not related to school should not be brought to school. If, due to unusual circumstances, a student finds it necessary to have such items at school, the student should leave them in the office for safekeeping. All possessions should be labeled with the owner's name and address. Please check at the office and/or the lost and found table in the multipurpose room for lost and found items. Lost and found items are kept for a short time, and then disposed of. The school will not be held responsible for lost, damaged, or stolen items.

VISITORS: If a visitor is scheduled during the school day, the principal's office should be notified. All visitors must report to the school office upon entering the building. Trespassers will be prosecuted. Due to the disruption of the educational process, visitors accompanying students during the school day will not be permitted without permission of the principal.

DISCIPLINE POLICIES

GENERAL GUIDELINES: It is essential that the district maintain classroom environments that allow teachers to communicate effectively with all students in the class and allow all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Standards of conduct must be maintained in order to ensure an orderly, safe atmosphere conducive to learning. School personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, on district-owned property, or during school-sponsored activities. Responsible staff members will take disciplinary actions for behavior violations to remedy and/or correct unacceptable student behavior. Administrators and staff members will evaluate the information obtained, review the disciplinary options, and determine the appropriate consequences for the behavior.

DUE PROCESS: All students will be afforded due process as guaranteed by, and in accordance with, state and federal law and with the provisions outlined in board policies and regulations on student suspension and student expulsion.

PARENT CONFERENCES/OUTSIDE AGENCY NOTIFICATION: Certain offenses require a parent conference with the principal before the student can be readmitted to school. Students who receive 6 ODRs in a six-week period will be required to participate in a meeting with parents and teachers. Additionally, some offenses require school contact with appropriate law-enforcement agencies, juvenile offices, and/or family services. The offenses that apply here include, but are not limited to, vandalism, fighting, assault, theft, weapons, tobacco use/possession, drug use/possession, sale or distribution of drugs, extortion, false alarms, and truancy. Further information can be found in the Missouri Safe Schools Act. Additionally, students who accumulate excessive disciplinary referrals or who have displayed other behaviors of concern may be referred to appropriate outside agencies.

DETENTION: Students behaving inappropriately may be assigned detention before or after regular school hours or during lunch. Failure to attend detention or comply with detention rules may result in additional detentions or suspension. Afternoon detention will be served from 4:00 -5:00 p.m. on Tuesday or Thursday. Lunch detention will be

served during the student's lunch shift. They will report to the assigned lunch detention area, with their lunch. They are prohibited from talking to other students. Students must arrive at the detention site, with all necessary assignments and reading materials, by the starting time, or the detention will not count. No food or drink allowed. No sleeping or card playing. Students will obey the faculty member in charge without question. Any student who disrupts detention will be assessed a one-day suspension per hour not served. Students will bring work to do while in detention. Do not come in without something to do.

Any student who is assigned detention will have 1 week to fulfill their obligation. A copy of the detention notice will be mailed home after the student has been informed of the detention so that parents/guardians can help the students remember to take care of their obligations. After 1 week, the time will be moved to 1 day in-school suspension. Student involvement with extracurricular activities, after school employment, etc. will not be given special consideration. Transportation issues may exist but when a student chooses to break a rule, the consequence is part of that choice. Therefore, these transportation issues cannot factor in to assigning student detention.

IN-SCHOOL SUSPENSION: In-School Suspension (ISS) is the assignment of a student to a self-contained classroom situation for a specific period of time in response to student misbehavior. It gives the student a chance to continue the learning process through the productive use of the allotted time. ISS will be used to cover offenses that require more than a reprimand but may not demand suspension from school or expulsion. The student who is in ISS will not be allowed to participate in normal school day procedures. Visiting and sleeping are not allowed. Students are to work on class assignments and other educational activities.

Students will be required to finish their assignments to the satisfaction of the ISS instructor before the ISS is considered complete. Completed work assigned for ISS will be eligible for full credit.

The ISS supervisor will determine if the requirements have been met satisfactorily and will recommend returning the student to regular classes. If a student fails to adhere to ISS rules or becomes a discipline problem, he/she may be given a suspension. If the ISS assignments are not completed satisfactorily on the day assigned, the student will be referred to the principal for further action. Students may not represent the school in interscholastic, sporting, or co-curricular contests or participate in any school-sponsored after-school activities on the day they have served an ISS assignment.

OUT-OF-SCHOOL SUSPENSION: Out-of-school suspension (OSS) is one of the most severe punishments given for misbehavior or policy violations. **Students suspended from school are not allowed to attend any school functions or be on school grounds on days they are serving or have served a suspension.** Any student who receives a suspension of three days or longer must have a re-admittance meeting with a school administrator before returning to school. This meeting must include the student, parent and administrator. Students may receive credit for work completed during the suspension. The work will be available on Google Classroom.

BACKPACKS, BOOKBAGS AND PURSES: Because of the lack of classroom space and due to safety concerns, book bags, backpacks, and purses are not allowed in the classrooms. They should remain in student lockers throughout the school day. Gym bags and cinch sacks should only be used to carry gym shoes and clothes to gym class. Gym bags and cinch sacks must be returned to one's locker immediately after gym class.

CELL PHONES or other electronic devices: The school takes no responsibility for theft, damage or loss of personal items a student chooses to bring to school. As dependent as students and adults have become to cell phones and electronic devices, these items are not necessary or required for a school day. Phones and electronic devices may be used in between classes. Students must remain at their locker when using their cell phones during the passing period. During class time, cell phones must be silenced and left in the student's locker. ***Phones are prohibited in locker rooms and restrooms.** Students whose phones or electronic devices are used inappropriately will be asked to take the device to the office. If a student refuses to turn over their device they will automatically start at the 3rd offense and students will be sent to the office:

First offense: Warning. Item turned into the office and item will be returned to the student at the end of the day.

Second offense: Item turned into the office and will receive an office referral, a parent must come pick up the phone from the office and the student receives a lunch detention.

Third offense: Item turned into the office and will receive an office referral, a parent must come pick up the phone from the office and the student receives after school detention.

Fourth offense: Item turned into the office, will receive an office referral, a parent must come pick up the phone from the office and the student receives 1 day of ISS.

Fifth offense: Item turned into the office, will receive an office referral, a parent must come pick up the phone from the office and the student receives 2 days of ISS.

Further offenses: Item turned into the office, will receive an office referral, a parent must come pick up the phone from the office and the student receives 1 additional day of ISS for each additional offence beyond the 5th offence.

Additionally, if a parent needs to reach a student during the day, please contact the office rather than call or text them directly during instructional time. If it is an emergency, please specify this and we will get them immediately to the office

ELECTRONIC DEVICES/DISRUPTIVE MATERIALS: Students are not required to bring any electronic devices to schools such as MP3 players, tablets, radios, e-readers, video games, airpods, etc. Students may elect to bring these items to school or on the bus for entertainment and/or educational purposes, however, such items will not be permitted to disrupt or prevent a productive educational environment. Students will refrain from using headphones, earbuds, airpods, etc. unless permitted by the classroom teacher. Classroom teachers will establish what is/is not appropriate use of these items in their respective classrooms. Should these items be determined to be causing a disruption to the learning process, teachers may ask students to turn them off, put them away and/or all components of the item may be confiscated (including battery/SIM cards, etc.) and may be returned to the student at a later time. Refusal to turn over device(s) to staff may result in disciplinary action including detention or suspension. Further violations of the rule will result in harsher disciplinary action to include detention, Saturday School, suspension, and/or revocation of electronic device privileges. Devices used by students to access district wireless must follow acceptable use district policies. Failure to do so may result in loss of privileges for accessing district wireless technology.

Students will be responsible for the appropriate use, safety and security of such items. The school district is not responsible for lost or stolen items and will not engage in a lengthy investigation to locate stolen or missing items. Such devices should never be used to communicate with other students or people outside the school (including by phone, by video chat, instant message or text message) without specific permission from a faculty or staff member. The use of cameras for photography or video recording (including those on cell phones or other devices) should not be used without the specific permission of a faculty or staff member and should not be used for non-educational purposes. Audio recording should also not be used without the specific permission of a faculty or staff member and should not be used for non-educational purposes. Refer to Board Policy KKB.

FOOD AND DRINK: Students are not allowed to consume food and/or drink (other than approved bottled water) in school outside the cafeteria during meal times unless approved by an adult. Exceptions may be made, with administrative approval, for special school or classroom events. If a student wishes to bring food or drink for lunch, it must be kept **unopened** in a locker, classroom, or the office. Sharing and/or selling of food/drinks are prohibited. Food or drink in violation of this rule will be confiscated without reimbursement. Persistent or severe violators of this rule will be subject to further disciplinary action. Students may carry and drink water during the school day provided it is in a non-glass container with a lid.

GUM CHEWING: Gum chewing in school will be permitted in certain classrooms. Each classroom teacher will determine if they wish to allow gum. Do not chew gum unless that teacher has given the class permission to do so. Make sure you properly dispose of gum and wrappers. If gum becomes a problem, it may be banned from the school. Gum is not permitted on the football field or track.

HALL AND BUILDING TRAFFIC AND CONDUCT: Students are expected to pass from one class to another in an orderly manner, keeping to the right in corridors and keeping the middle of the hallway clear. There should be no more than three students side-by-side on each side of the hallway. Students should refrain at all times from running, talking loudly, horseplay, whistling, and other discourteous conduct. Headphones should remain in your Chromebook case during passing periods and lunch.

LOITERING: Loitering is not permitted on school property at any time.

MINORS: Montgomery County Middle School utilizes a building-wide system to monitor minor behaviors that are occurring. A minor is any behavior that fails to meet the expectations for being Positive, Respectful, or Responsible but is less severe in nature. Some examples of minor behaviors are excessive talking, being unprepared for class, class disruptions, technology violations, food/drink violations, dress code violations, etc. Before a minor is issued a "clear verbal warning" will be given to the student stating the behavior that is not meeting expectations. If the student continues this behavior a minor will be given. Once the student has received 3 minors the teacher will conference with the student and make contact home. Once students have received 6 minors they will receive a conference with the teacher, the teacher will make contact home and the student will receive lunch detention. Once the student has received 9 minors they will receive an office referral and will continue to receive an office referral for every 3 additional minors.

3 minors- teacher will conference with the student and make contact home

6 minors-conference with the teacher, the teacher will make contact home and the student will receive lunch detention

9 minors - Student will receive an office referral and 2 lunch detentions

12 minors - Students will receive an office referral and a week of lunch detention

15 minors - Students will receive an office referral and 1 day ISS

18 minors - Students will receive an office referral and 2 days ISS

21 minors - Students will receive an office referral and 3 days of ISS

24 minors - Students will receive an office referral and 4 days ISS

More than 24 - Students will receive an office referral and 1 day of OSS

NETWORK, INTERNET AND COMPUTER ACCEPTABLE USE POLICY (AUP): Students are issued a Chromebook at the Middle School once parents and students have completed a technology application, student usage contract, district acceptable use policy, and G suite form. The use of the Chromebook will be required for courses and projects. Use of the internet requires parent permission and student commitment to proper use. An internet information and permission form is included in the registration documents and must be signed by parents and students before internet use will be permitted. Violating the terms of the agreement could result in loss of computer privileges and possible punishments including suspension. Devices used by students to access district wireless must follow district acceptable use policies. **Students are not allowed to connect personal devices to the district wireless network.**

TARDY POLICY: Students are expected to be on time to school and to class. The bell clock in the principal's office will be the official time. A student is tardy when he/she is not in the classroom when the bell rings at the beginning of a class period. **Students late to school must be signed in at the office before going to class.** Students who are late to school will be considered tardy unless excused by the office staff. Tardies are accumulated by quarter. Students will start each quarter with no tardies accumulated. Consequence for tardiness is as follows:

- First Tardy: Conference with the principal
- Second Tardy: Conference with the principal
- Third Tardy: Parent contact by teacher
- Fourth Tardy: lunch detention issued by teacher
- Fifth Tardy: lunch detention issued by administration and will receive an office referral
- Sixth Tardy: lunch detention issued by administration and will receive an office referral
- Seventh and Subsequent Tardies: lunch detention issued by administration, will receive an office referral, student hallway privileges revoked, and a conference with a guardian

VIDEO/AUDIO RECORDING: The Montgomery County R-II School district prohibits the use of video or audio recording equipment on district property or at district activities by students except: 1) If required by a school-sponsored class or activity, 2) at performances or activities to which the general public is invited such as athletic competitions, concerts, or plays, 3) at open meetings of the Board of Education or committees appointed by or at the direction of the Board, and 4) as otherwise permitted by the building principal. **Video recording or taking pictures of any kind is expressly prohibited in all restrooms and locker rooms.**

Videos taken and/or distributed while at school or at a school event that disrupts the educational environment is prohibited.

1st Offense: 2 days ISS

2nd Offense: 4 days ISS and possible suspension of the use of technology devices.

3rd Offense: 2 days OSS and banning the use of electronic devices for the remainder of the school year.

STUDENT CODE OF CONDUCT

MONTGOMERY COUNTY R-II DISCIPLINE CODE

Student Discipline (Board Policy JG-R1)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In

extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Montgomery County R-II School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion, and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with the law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of the student's residence.

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

The Montgomery County R-II School Board has adopted an elementary discipline code to address specific violations of school rules and offenses against other students. The code is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. It is the purpose of the code to list certain offenses, which if committed by a student, will result in the imposition of a disciplinary action that is appropriate to the age and developmental level of the child. Any conduct not included herein or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In addition, placement in an alternative educational setting, in keeping with the Safe Schools Act, may be used by administrative decision. This code of conduct is in force on all school property, on school buses, and at school activities regardless of whether or not school is in session.

Academic Dishonesty

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

First Offense:	No credit for the work, grade reduction, or replacement assignment. Detention or in-school suspension on major projects.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson

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

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

Assault

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

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

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

First Offense: 10-180 days out-of-school suspension or expulsion. Subsequent Offense: Expulsion.

Automobile/Vehicle Misuse

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

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

Bullying and Cyberbullying

(See Board policy JFCF for most updated policy information)

Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

Bus or Transportation Misconduct

(see Board policy JFCC)

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

Dishonesty

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

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

Disparaging or Demeaning Language

Use of words or actions, verbal, written or symbolic, meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender or ethnic origin.

First Offense:	Principal/student conference, in-school suspension, detention, or 1-10 days out-of-school suspension.
Second Offense:	In-school suspension or 5-10 days out-of-school suspension.

Third Offense: 1-180 days possible out-of-school suspension and documentation in the student's discipline record.

Disrespectful or Disruptive Conduct or Speech

(See Board Policies AC and ACA if illegal harassment or discrimination is involved)

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

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

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

Disruptive Speech or Conduct

Conduct or verbal, written, or symbolic language, which materially and substantially disrupts Classroom work, school activities, or school functions.

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

Second Offense: In-school suspension or 5-10 days out-of-school suspension.

Third Offense: 1-180 days possible out-of-school suspension and documentation in the student's discipline record.

Drugs/Alcohol

(see Board policies JFCH and JHCD)

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

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

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

- b. Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

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

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

Extortion

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

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

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

Failure to Care for or Return District Property

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

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

Subsequent Offense: Restitution. Detention or in-school suspension.

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

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

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarm

(see also, "Threats or Verbal Assault")

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

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

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

Fighting

(see also, "Assault")

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

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

Gambling

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

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

Gangs

Wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or any other attribute which indicates or implies membership or affiliation with such a group.

First Offense:	Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension
Second Offense:	1-180 days possible out-of-school suspension and documentation in the student's discipline record.
Third Offense:	Expulsion and documentation in the student's discipline record.

Harassment, including Sexual Harassment

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

Any Offense: 10-180 days out-of-school suspension or expulsion.

Hazing

(see board policy JFCG)

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

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

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

Incendiary Devices or Fireworks

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

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

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

Indecent Exposure

Includes display of breasts, buttocks, and genitals in a public location.

First Offense: Principal/student /parent conference, 1-3 days of out-of-school suspension.

Second Offense: 5-10 days of out-of-school suspension.

Subsequent offenses: Up to 90 days of OSS at the discretion of the building administrator and the superintendent.

Insubordination

The refusal to follow reasonable direction from certified or classified staff members or administrators or deliberately disobeying school rules. Examples of insubordination are: failure to comply with direction or instruction of a staff member, refusal to work in class, refusal of detention, refusal to participate in in-school alternatives, refusal to report to the school office and refusals to report to in-school suspension.

First Offense: Principal/student conference, in-school suspension, or 1-3 days out-of-school suspension.

Second Offense: In school suspension or 5-10 days of out-of-school suspension.

Third Offense: 1-180 days possible out-of-school suspension and documentation in the student's discipline record.

Nuisance Items

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

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

Public Display of Affection

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

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

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

(see board policies AC and ACA)

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

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

Sexual Activity

Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

Technology Misconduct

(see board policies EHB and KKB and procedure EHB-AP1)

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

- First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
- Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
2. Using, displaying or turning on pagers, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency or in accordance with the approved phone restrictions in the building handbooks.
- First Offense: Confiscation, principal/student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation, principal/student/parent conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
3. Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.
- First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
4. Use of audio or visual recording equipment in violation of board policy KKB.
- First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft

Theft, attempted theft or knowing possession of stolen property.

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

Threats or Verbal Assault

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

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

Tobacco

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

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

Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

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

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

Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Tuancy or Tardiness

(See Board policy JED)

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

Vandalism

(See Board policy ECA)

- a. *Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students when the value of such property is \$750 or less.*

First Offense: Restitution, in-school suspension or 1-180 days out-of-school suspension, and possible notification to law enforcement officials.

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

Third Offense: Restitution, expulsion. Notice of law enforcement officials and documentation in the student's discipline record.

- b. *Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students when the value of such property is more than \$750.*

First Offense: Restitution, 10-180 days out-of-school suspension, and notice to law enforcement officials and documentation in the student's discipline record.

Second Offense: Restitution, expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Weapons

(see Board policy JFCJ)

- a. *Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.*

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

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

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

First Offense: One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

- c. *Possession or use of ammunition or a component of a weapon.*

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

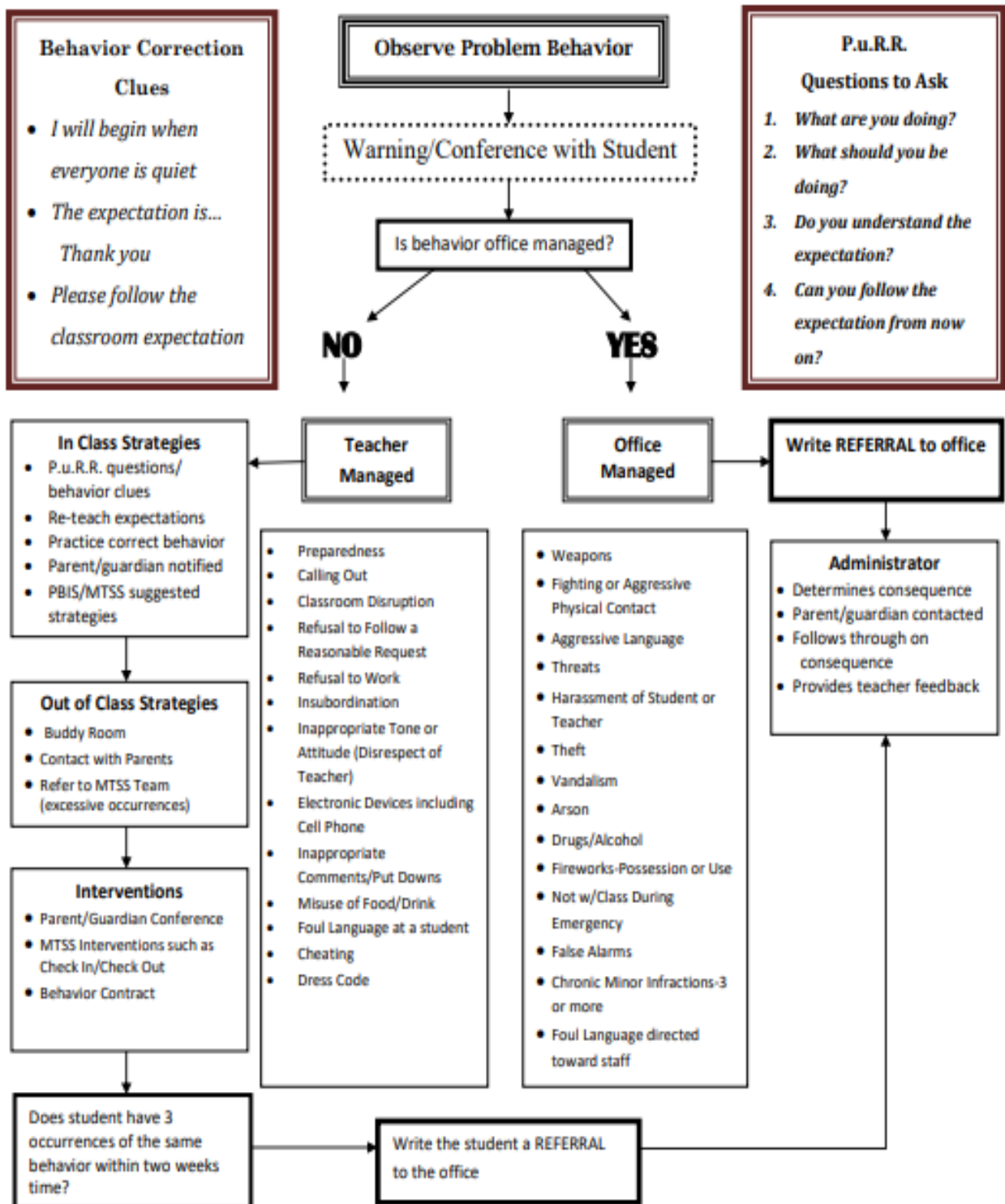
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

SAFE SCHOOLS ACT

In 1996, Missouri legislators approved the Safe Schools Act that mandates strict safety and discipline standards for all public schools in the state, including procedures for issuing some school incident reports to law enforcement officials. District policies, regulations and practices relating to student conduct, disciplinary procedures and consequences are included in the handbook.

Middle School PBS Major/Minor Flow Chart

P.u.R.R. and school universals are taught, modeled and continuously practiced.



WILDCATS PuRR

I am....	All Settings	Classroom	Technology	Hallways/Lockers	Cafeteria	Restrooms	Bus
Positive	<div> <div>Show school pride</div> <div>Try your best</div> <div>Interact politely</div> <div>Focus on learning</div> </div> <div> <div>Be willing to help</div> <div>Believe in yourself</div> <div>Get involved</div> <div>Be willing to take positive risks</div> </div> <div> <div>Be patient</div> <div>Be a digital leader</div> <div>Recognize mistakes as opportunities</div> </div>						
Respectful	<div>Keep your hands, feet, objects and unkind words to yourself</div> <div>Follow adult directions and rules</div> <div>Choose socially appropriate responses when interacting</div>	<div>Have permission to speak</div> <div>Listen and follow adult instructions the first time</div> <div>Stay focused and on task</div>	<div>Treat equipment with care</div> <div>Stand up to inappropriate use and cyberbullying</div> <div>Remain "unplugged" unless otherwise directed by staff</div>	<div>Respect other's space and property</div> <div>Use appropriate language and volume</div> <div>Be aware</div>	<div>Be polite to the cafeteria personnel</div> <div>Use appropriate language and volume</div> <div>Use good table manners</div> <div>Eat your own food</div> <div>Use polite behavior while waiting in line</div>	<div>Use facilities appropriately</div> <div>Wait your turn</div>	<div>Use quiet volume when speaking</div> <div>Speak to the driver only if necessary</div> <div>Sit where the bus driver tells you to sit</div>
Responsible	<div>Clean up after yourself</div> <div>Use time efficiently</div> <div>Have necessary materials</div> <div>Cell phone use is permitted during passing periods and must remain in lockers at all other times</div>	<div>Turn in completed assignments on time</div> <div>Sit in your seat unless you have permission to leave</div> <div>Arrive prepared with supplies and necessary materials to class</div> <div>Be in your assigned area prepared to being opening activity when the bell rings</div>	<div>Be on teacher assigned website</div> <div>Keep headphones/earbuds in Chromebook case unless otherwise directed by staff</div> <div>Keep Chromebook charged and secure at all times</div>	<div>Move with a purpose</div> <div>Stay to the right and go with the flow</div> <div>Pick up after yourself</div> <div>Keep a clean locker</div> <div>Open your locker only and be only in your locker</div> <div>Keep your belongings in your locker only</div>	<div>Know your lunch account number</div> <div>Stay at your assigned table</div> <div>Keep your space and table clean</div> <div>Remain seated until dismissed</div>	<div>Wash your hands</div> <div>Put trash in the trash can</div> <div>Use time efficiently</div>	<div>Remain seated with feet on the floor</div> <div>Get up to exit after the bus has stopped</div> <div>Keep all body parts and objects inside the bus</div> <div>Keep the aisle clear</div>

FACILITIES/EQUIPMENT

BOOKS: Classroom textbooks will be issued to students free of charge. Students are responsible for all books issued to them and will be charged the replacement cost of any book lost or stolen. Students will also be charged for damage to books, including writing or obscenities.

CHROMEBOOKS: Chromebooks will be distributed during the first week of school, upon collection of a yearly technology fee and associated permission forms. Parents & students must sign and return the chromebook policy Sign-off, Student Contract, G Suite permission forms, and district usage policy document before the chromebook can be issued to their child. Student chromebooks and accessories (charger and carrying case) will be collected at the end of each school year. If a chromebook and accessories are not returned, the parent/guardian will be held responsible for replacement in full. If damage is found, the parent/guardian will be held responsible for the repair costs. All school fines are required to be paid.

LOCKERS: Lockers are provided for the convenience of the students and must remain locked at all times. The lockers are the property of the school district. The district reserves the right to assign, reassign, or terminate the use of lockers at any time. Lockers may be searched at any time, with or without the permission of the student.

Students are not permitted to keep open food or beverage containers in their lockers. Do not place decorations on the outside of the locker without the permission of the principal. Students are expected to keep their lockers in a clean, orderly, and locked condition. No permanent or inappropriate decorations are permitted. Do not consider school lockers to be secure. Valuables should not be stored in lockers. Report locker problems to the office.

Locker Usage Contract

Students are not to share their locker combination with another student. No one should be able to get into your locker or store their materials/personal property in your locker. Any student who is found opening or using a locker other than their own will be considered trespassing and disciplined accordingly.

Tape or contact paper will not be allowed on the lockers. Any student who violates this clause will be assessed a fine at a minimum of fifteen dollars (\$15). Messages should not be written on locker doors. Students may hang one or two items on the inside of their door using "Command Strips." A small supply of "Command Strips" may be available for purchase in the Middle School office. No other adhesive may be used. Students who damage their lock or locker in any manner will be assessed restitution at a minimum of fifteen dollars (\$15).

Students need to understand the necessity of remaining in their assigned locker and not moving to another locker or sharing on a part time basis in an unassigned locker. Problems that may result from this practice include:

1. School safety issues (if illegal items are located, the administration needs to be sure of who occupies the locker).
2. Overcrowding.
3. Damage to lockers and materials.
4. Missing items and books
5. Stealing.
6. Conflicts among students.

Locks should not be set so it can be opened without using the combination.

We want to remind you that the school lockers are provided for your use as a convenience. They are a privilege, not a right, and are not your private property. The lockers can and will be searched randomly as needed to maintain a safe and drug-free school.

If found using a locker other than your own, you will face:

- 1st offense – Principal/Student conference, receive an office referral and detention
- 2nd offense – Will receive an office referral, detention or in-school suspension,
- 3rd offense – Will receive an office referral, in-school suspension, or 1-180 days out-of-school suspension.

USE OF BUILDING AFTER SCHOOL HOURS: Arrangement should be made with the Athletic Director for all school activities occurring after school hours. Non-school organizations wishing to use school facilities should contact the Athletic Director's office and complete an application form before using the school building.

DRESS CODE

Each student should select suitable clothing for school and for the day's weather conditions. Styles and types of clothing worn change from time to time. The school recognizes this fact and will make allowances for such changes to a certain point. Appropriate clothing will be worn to present an example of decency and good character and will not be of a disruptive nature. Some general guidelines for student dress are as follows:

1. Students must wear appropriate shoes, boots, or sandals. No house shoes/slippers with soft soles.
2. No clothing worn shall have writing, drawings, or emblems that are obscene, derogatory, or that make inappropriate or suggestive innuendos.
3. Clothing with pictures or ads for liquor, tobacco, or controlled substances is prohibited.
4. Blouses, t-shirts, shirts, etc. must extend to at least the top of the student's pants, skirt, or shorts. Clothing worn by all students, including all shirts and dresses, must have sleeves of at least 4" in width. Halter, backless clothing, see-through garments, strapless tops, spaghetti straps/narrow straps, tank tops, sleeveless shirts (less than 4") or bare midriffs will not be permitted. Shirts that fail to cover the back, sides, or stomach when worn normally are unacceptable.
5. Tops that hang excessively low below the neck or armpits will not be allowed. This would include shirts or dresses exposing excessive cleavage.
6. Undergarments must always be covered.
7. Extremely short or revealing shorts/skirts will not be permitted. The length must be such that it is not distracting or offensive to others. The general rule of thumb shall be that the hem of the shorts/skirt should, at a minimum, be at the tip of the pinky finger with arms hanging normally at the individual's sides.
8. Trousers, shorts, shirts or dresses with holes or rips, the rips or holes must start below the tip of the pinky finger.
9. Trousers and shorts must be pulled up to an appropriate level, zipped and fastened, and worn as designed to be worn.
10. Clothing styles, unusual grooming, jewelry, piercings, or tattoos that create disorder, either in the classroom or while attending school-sponsored activities, are not acceptable. Additionally, face paint or other distracting make-up is not allowed. The wearing of chains is also prohibited.
11. Students are not permitted to wear caps, hats, bandanas, hoods, nylons, sunglasses, other headwear, etc., in the school building.
12. Wearing, possession or distribution of clothing or paraphernalia that could be construed to be gang related will be prohibited.
13. Any clothing that might be used for the purposes of concealment will not be allowed. These items may include but are not limited to blankets, trench coats, etc.
14. Teachers of specific courses where safety or health is a factor may require certain clothing or certain adjustments to hair or clothing during class.
15. Students participating in or attending an extracurricular activity as a spectator must dress according to the school rules and the sponsor or sponsoring organization's requirements.

When a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or be sent home. Repeated violations of the dress code could result in additional punishment.

MEDICAL POLICIES

DIETARY REQUESTS: Any dietary request or restrictions require a doctor's order. This includes allergic reactions to food products.

HEAD LICE: All students found to have evidence of live head lice will be excluded from school attendance until proper treatment has been completed and no live lice are found. Parents will be given written materials, on the first occurrence, that explain the reason for excluding and methods of treating hair and home. The child will be examined, by appointment, by the school nurse **before** being readmitted to school. **An adult must be with the student upon the return to school for the re-check.** Repeated infestations of a student may result in referral to proper authorities.

STUDENT ILLNESS/INJURY: Students with any of the following symptoms should be kept home from school: vomiting, diarrhea, or fever more than 100 degrees. Your child will be sent home from school if he/she is exhibiting these symptoms at school. The child should not return to school until he/she is symptom-free for 24 hours after stopping over the counter medications, such as but not limited to acetaminophen, ibuprofen, imodium or pepto.

Other symptoms that students exhibit that may also need to be kept home from school or will be sent home school include: persistent sore throat or awaiting strep test results, persistent cough and congestion, red/drainage/matted eyes, and/or suspicious rash which could be chickenpox, ringworm, or impetigo. Children with these symptoms could also be a source of infection to classmates and teachers.

If a student or household member has tested positive for COVID-19 or is awaiting test results, parents should contact the school and the students should be kept at home until provided a return date by the local health department. The Montgomery County Health Department will provide additional clarification on quarantine procedures and length of quarantine.

If a student becomes ill or injured at school, parents, guardians or emergency contacts listed on the student's emergency card will be notified. Students who are not feeling well are not to text or contact their parents without first checking in with the nurse. The school will call the appropriate emergency numbers provided by the parents. It is important that the parents keep phone numbers and family doctor/nurse practitioner updated and current in case of an emergency.

HEALTH SCREENING GUIDELINES: Montgomery County R-II Health Services staff will perform various health screenings on students in grades 6 and 7. The scheduled date of screenings will appear in newsletters, email or letter.

Students who fail any portion of the screening will be re-screened before any referrals are made. Students absent on the day of screening will be screened upon their return to school. Parents can exclude their child from such screenings by sending a signed note to the school nurse at your child's building. Results of the screenings will be mailed to parents within sixty days of completion of the screening.

IMMUNIZATIONS: It is unlawful for any child to attend school unless the child has been immunized and can provide satisfactory evidence of the immunization or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school according to state law. Students who do not meet these criteria will not be allowed to attend school. All new students to the Montgomery Co. R-II school district must present their immunization record at the time of enrollment. This must include the month, day, and year vaccine was received. It is the responsibility of the parent or guardian to inform the school nurse of changes or updates in the student's medical or immunization record.

District Nurses Medication Guidelines

The Montgomery County R-II School District is dedicated to providing the most appropriate services to the students of the district. Safe and effective administration of medication requires adherence to the following medication policy:

1. For any prescription or over the counter medication to be given at school, the parent/guardian of the student must sign a completed medication authorization form. It is the responsibility of the parent/guardian to inform the school nurse or school personnel of any changes in the student's health, change in medication or if the medication is to be discontinued.
2. Medicine prescribed by a physician or other licensed health professional must have a pharmaceutical label to be accepted at school. Your pharmacist can give you an extra-labeled bottle to use for medicine at school. The bottle should include the following information: student's name, current date, name of medication, the dosage, route, and frequency of administration, and name of prescribing physician or other licensed health professional.
3. Medication brought to school should not normally exceed a 30-day supply. At the end of the school year, all unused, unclaimed medication will be destroyed.
4. Medication must be dispensed from the original container and by the school nurse or school personnel who has received medication administration training. The first dose of medication should be administered at home by parents.

5. It should not be necessary to administer more than one dose of medication during the school day. Your physician may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with the school nurse.
6. For the safety of all students, students may not transport medications to and from school on the school bus or walking to school including over the counter medications and cough drops. Medications **MUST** be brought to school by parent or legal guardian.
7. A physician may recommend that an individual student, with a chronic (potentially life threatening) health condition, assume responsibility for his/her own medication provided the following conditions, asthma, anaphylactic allergic reactions or diabetes, have been met:
 - A. Parents/guardians have reviewed and signed a health care plan designed for the student.
 - B. The student's physician has provided written certification that the student is capable of and has been instructed in the proper method of self-administering the medication.
 - C. Parents/guardians of the student must sign a statement acknowledging the district shall incur no liability as a result of any injury arising from the student's self-administration of medications.

Required forms are available at your child's school.

8. The district may administer over-the-counter and/or prescription medications to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school nurse or designee in the manufacturer's original unopened packaging and will only be administered in accordance with the manufacturer's label and/or physician's orders. The District will no longer provide or supply any of this medication.
9. The school district retains the right to reject requests for administering medication.

LEGAL MATTERS/ADMISSIONS/STUDENT ENROLLMENT

NONDISCRIMINATION NOTICE: The Montgomery County R-II School District is an equal opportunity employer, and has adopted policies prohibiting discrimination based upon age, sex, race, color, national origin, religion, disability, or veteran status. Any alleged discriminatory treatment should be referred to the Director of Elementary Education, who serves as the district's non-discrimination officer. If you need accommodations to participate in the employment application process, please contact the office of the superintendent.

TOBACCO-FREE DISTRICT: Montgomery Co. R-II is a tobacco-free district. As such, there is no smoking or use of other tobacco products or electronic nicotine delivery systems on or in any district facilities, grounds, or transportation.

DIRECTORY INFORMATION:

The Family Education Rights and Privacy Act (FERPA), a Federal law, required that Montgomery County R-II, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Montgomery County R-II may disclose appropriately designed "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures to not release this information. The primary purpose of directory information is to allow Montgomery County R-II to include this type of information from your child's education records in school publication.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parents' prior written consent. Outside organizations include, but are not limited to; companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - **unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.**

If you do not want Montgomery County R-II to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Montgomery County R-II has designated the following information as directory information:

- Student's name
- Parent's name
- Address
- Telephone listing
- Enrollment status (full-time or part-time)
- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of member of athletic teams Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most educational agency or institution attended

SEARCHES BY SCHOOL PERSONNEL: School lockers, desks and Chromebooks are the property of the school and, as such, are subject to periodic inspection without notice. Students or student property may be searched based on reasonable suspicion, and will be limited in scope based on the original justification for the search. Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing evidence of legal wrongdoing. Additionally, the school reserves the right to make use of dog searches conducted by law enforcement officials.

SEX EDUCATION: In accordance with state law, Montgomery Co. R-II School District incorporates sex education into some of the courses. Parents have the option of excluding their child from those units. Parents who would like their child excluded from such instruction should send a signed letter to that effect to the principal.

SPECIAL SERVICES: The Board of Education provides special services for qualifying students. Parents may request an evaluation for their son/daughter by contacting the counselor or the special services director. Classroom teachers may also refer students for evaluations. Parents are asked for their input and permission to test. A student is placed in a special service program only with parental approval.

STUDENT PHOTO/VIDEO USAGE: The Montgomery County R-II School Faculty and Staff will utilize technology to increase the home/school connection and celebrate student achievement. In accordance with the Montgomery County R-II District Policy, we request your permission to utilize photos, videos, and your child's work on our district web-site, our Facebook page and/or printed materials. Our web-site and Facebook page will be a showcase of our buildings, programs, and students' work. In any of the above forms of communication, the school may wish to include your child's work, first name and picture and or video.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS: Missouri state law mandates that school districts administer Missouri Assessment Program (MAP) tests. The results of the tests are used for diagnostic purposes to aid the school district in improving instruction and class activities.

Missouri Course Access Program (MOCAP): Eligible students must apply for MOCAP (Missouri Course Access Program) during the school's designated add/drop period, which is identified as the first five days of a semester, in order to be considered for enrollment. Applications are available from the building principal or counselor. Students participating in MOCAP will be expected to remain in the program for the entire semester.

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

- ☐ The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- ☐ The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record

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

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue SW; Washington, DC 20202-4605

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE POLICY AND PROCEDURES: Absence from school is the greatest contributing cause of school failure. Therefore, parents, as well as the student, should make every effort to avoid absences. While we do not want students to come to school while ill, we think that a good attendance record is very important, and we expect parents to send their children to school every day that it is possible for them to attend. Attendance for middle school aged students is required by law. Parents are held responsible by the courts for their child's attendance. The school is obligated to report repeated unexcused absences and this may result in referral for charges of educational neglect. If a student returns after an absence without a written explanation from home, parents may be notified.

Excused absences will be given for illness, medical appointments, and important family matters that cannot be handled at any other time. Absences relating to planned family events should be prearranged to assure they would be considered excused. Local hunting and fishing trips, babysitting, doing family chores, etc. are not usually considered excusable absences. Parental notification is not the final determination of whether or not a student is excused. For frequent illness absences, a doctor's note may be requested. Regardless of the reason for the absence, parents are encouraged to notify the school office 573-564-2253 when their child is absent by calling before 9:00 a.m. When a student is absent, and the parent has not notified the school, the parent(s) will be called. An attendance record will be maintained to document reasons for the absences. Parents who do not have a phone are expected to send a note when their child returns to school following an absence.

If a student is absent for two or more days in a row, assignments will be posted to Google Classroom. If a student is absent for three days in a row, or four or more days total in one month, and the school has not been notified, the parent will be contacted. Students should check with their teachers for assignments ahead of time if they know they are going to be absent.

EARLY DISMISSAL

The district schools may dismiss early in the event there is an emergency such as inclement weather. Radio and television stations will be notified as soon as an emergency early dismissal is determined.

Please indicate on your emergency card the location to which your child should be sent in case of early dismissal. Discuss these plans with our child so they will be aware and comfortable with the arrangements.

INCLEMENT WEATHER DISMISSAL

When it becomes necessary to dismiss school because of inclement weather, notice will be given to the radio and television stations in the R-II area. You will also be notified via a communication blast from the district. You will be notified in the district communication if an AMI Day will be implemented. When there is a possibility that school will not be held or that classes will be dismissed early due to inclement weather, tune to one of these stations for information. They will broadcast the information as soon as they are notified. **Please do not call the stations, schools or homes of school personnel to find out about school closings.**

These are the radio and TV stations that will be notified if there will be school closings:

Radio:

KMCR Montgomery City 103.9 FM
KWWR Mexico 95.7 FM
KWRE Warrenton 730 AM

Television :

NBC 8 Columbia Channel 8
KRCG Jefferson City Channel 13
ABC 17 Columbia Channel 17
KSDK St. Louis Channel 5

SCHOOL SPONSORED ACTIVITY REQUIREMENTS: In order to participate in or attend a school-sponsored activity, a student must be present at school for the entire day of the event. Unusual circumstances can result in this requirement being waived only after parent contact with the principal.

DISTRICT ATTENDANCE EXPECTATIONS AND PROCEDURES: The Montgomery County Board of Education Goals for the District include a goal of 95% attendance district-wide. As such, the following procedures have been put in place to accommodate that goal:

1. When the attendance of a student becomes a concern (missing several days in a row) or absences reach **three (3) days**, the parent of the student will be contacted with a formal letter that includes the following information:
 - a. A statement regarding parents/guardians' responsibility to ensure regular attendance of their children.
 - b. A statement indicating the principal's responsibility to monitor attendance and notify parents of excessive absences.
 - c. A statement indicating that excessive absences may result in retention or referral to the Children's Division and/or the Juvenile Officer of the Circuit Court.
2. When absences for a student reach **five (5) days** the second contact (formal letter) will include:
 - a. Citation of state law informing parents of mandatory attendance ages
 - b. A request for parent/administrator meetings
 - c. The possibility of contact with the District's Attendance Officer
3. When absences for a student reach **eight (8) days**, the third contact (formal letter) will include the following information:
 - a. Continued absences could result in retention
 - b. The student may be reported to the Juvenile Officer of the Circuit Court for truancy.
 - c. Referral to the Children's Division via the Child Abuse Hotline for educational neglect will be considered.
 - d. The District will cooperate with the Prosecuting Attorney's office regarding RSMO 167.031 & .061.
4. When absences for a student reach **eight (8) days**, a child abuse hotline for educational neglect call is made at the principal's discretion. Principals reserve the right to use discretion in determining when and if a hotline call is needed.

PREARRANGED ABSENCES: If a student and his/her parents or guardians have prior knowledge of an absence, it is suggested that the principal's office be contacted and informed of such absences. This will assure the student that

missed work may be made up, and the teachers can give the student the work in advance. Please be sure to check in advance to determine if the absence will be excused.

LEAVING SCHOOL EARLY: Students who must leave school during the day should bring a note stating the time and reason they wish to leave. This note should be presented to the office as soon as the student arrives at school so the teachers can be made aware of the early dismissal. A parent or guardian must sign out their students at the office when leaving school before normal dismissal time and should check them in upon their return.

ARRIVING AND LEAVING THE BUILDING: Supervision at the Middle School does not begin until 7:30 a.m. **No student is to be dropped off prior to 7:30 a.m.** No student is to leave the school building after he/she arrives until school is dismissed or the student is properly signed out at the office. Any student leaving or returning to the building or school grounds must check in or out with the office and sign the in/out sheet.

HOMEWORK REQUEST: For absences of one day, students should check with their teachers to see what material was covered and what assignments were missed. The office will not collect homework from teachers unless a student has been or will be absent for at least two days. In such cases, parents may request homework assignments by contacting the office in a timely manner. All assignments will be posted to Google Classroom.

MAKE-UP WORK: One make-up day will be allowed for each day of absence. It is the student's responsibility to ask the teacher for make-up assignments. When a test or assignment was announced during the student's presence in class, he/she will be expected to take the test or hand in the assignment on the date designated or on the date the student returns to school. Students should check with the teacher to make sure assignments are completed as expected. Exceptions may be made to this policy for extended absences or unusual circumstances.

PERFECT ATTENDANCE: To achieve this recognition, a student must attend school every minute of every day. Even an excused absence will invalidate a perfect attendance record. Disciplinary suspensions will also negate perfect attendance. Attending a school-sponsored activity will not count against perfect attendance.

EXTRACURRICULAR POLICIES

ATHLETIC REQUIREMENTS: Students must have a current physical and proof of insurance before they may participate in extracurricular athletics. Additionally, students must meet the practice, academic, and citizenship requirements set forth by MSHSAA. Detailed requirements for participation can be found in the Montgomery Co. R-II Middle School Student-Athlete Manual.

ATTENDANCE REQUIREMENTS: Unless approved by the principal, students must be in attendance the entire school day in order to be eligible for extracurricular/co-curricular activities on that date (i.e. ball games, dances, organizational events, etc.). Further, the student will not be eligible to participate on any subsequent date until the student attends a full day of classes. For example, a student who is absent any part of Friday will not be eligible on Saturday.

ELIGIBILITY REQUIREMENTS: Students representing the Middle School in various activities are looked at as role models by the rest of the student body and are observed by patrons of our district and by people from other towns. Consequently, those students should set a positive example through both citizenship and academic performance.

- **Citizenship:** Citizenship marks may be given for inappropriate or unacceptable behavior, attitude and/or effort. Unsatisfactory citizenship marks from two teachers during the same one-week period will make the student ineligible to participate in the extra curricular activities during the following week.
- **Academics:** Beginning the second week of each quarter, teachers will be asked to complete grade checks. Any student who receives an "F" on one of the checks is ineligible until the next check is taken in one week. Any student making a "F" for the quarter grade will be ineligible for the first two weeks of the next quarter (until grade checks resume).

DRUG TESTING POLICY: The Montgomery County R-II School District reserves the right to conduct a program of random testing for student athletes for the use of controlled substances, as defined by applicable law, that may present a safety risk during athletic activities. For this purpose, any student participating in athletic practices and/or contests including cheerleading under the control and jurisdiction of the district will be subject to random testing during the period commencing with the first day of practice authorized by MSHSAA for any sport and ending on the last day of student participation in that sport.

PROCEDURES:

Consent: The parent or guardian and the student athlete will be required to sign a written consent for random testing prior to participating in the athletic program. Upon refusal to be tested, the athlete will be suspended from the athletic program for the remainder of the season.

Medication: Student athletes who have been or who are taking prescription medication must provide verification (either by copy of the prescription or by written physician's statement) prior to being tested. This information may be provided confidentially by the student, or parents or guardian, to the testing laboratory upon request to the school administration. The administration will provide a number, code, or other means of identification for the student to provide to the laboratory with such information so as not to personally identify the student. Students who refuse to provide verification and who test positive will be subject to the consequences specified for positive tests.

Selection: All student athletes may be tested at the beginning of a season. Random testing may be conducted during any season on students participating in that season. Students selected for random testing will be selected by having their names selected at random from a pool of all student athletes or cheerleaders, for the sport being tested.

Testing: Testing will be administered by urinalysis. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Testing procedures will be conducted according to procedures designed to ensure integrity of specimens and chain of custody of specimens. Testing laboratories will not be given a student's name or personally identifiable information about a student. All students randomly selected during a season will be tested for the same substances. Students will not be removed from class to be tested and will be given reasonable notice of the time, place, and manner in which they will be required to provide the sample. Test results will remain confidential and will only be released on a need to know basis in accordance with applicable law.

Positive Test: If a student's test is positive, a second test will be administered to confirm the initial results. If the second test is negative, no further action will be taken. If the second test is positive, the student and parents or guardian will be notified.

Consequences: Consequences for positive tests will be suspension from participation from all sports and cheerleading for a period of thirty (30) calendar days and until the student tests negative for controlled substances tested at the expense of the student, parent, or guardian. The suspension may be reduced to fifteen (15) calendar days if the student enrolls in and makes satisfactory progress toward completion of an appropriate assistance program approved by the superintendent and tests negative for controlled substances, all at the expense of the student, parents or guardian. A second positive test during the school year will result in the student being ineligible for athletic competition or cheerleading for 365 calendar days.

ISS: If a student is assigned in-school suspension, they are not eligible to participate until the day after they are finished with ISS. The student is still required to participate in any practices held on the day they are assigned ISS.

SCHOOL-SPONSORED EVENTS: Montgomery County Middle School will host a variety of afterschool activities throughout the year. These events include but are not limited to dances, fun nights, and late-night fun nights. Unless approved by the principal, students must be in attendance the entire school day in order to be eligible for activities on that date. Further, the student will not be eligible to participate on any subsequent date until the student attends a full day of classes. For example, a student who is absent any part of Friday will not be eligible on Saturday. If a student is assigned in-school suspension, they are not eligible to participate until the day after they are finished with ISS. Students suspended from school are not allowed to attend any school function. Any student who has had significant discipline problems, within the semester, that warranted a safe school report will not be eligible to attend any school-sponsored event in that semester. Students who have received 2 or more office referrals (excluding referrals for minors) in the 6 weeks prior to the event will not be eligible to participate.

GRADING POLICIES & PROCEDURES

GRADING: Students will be assessed on what they have learned in the subject area. Grades will reflect knowledge and mastery of the learning objectives. Students in 6th and 7th grade will be allowed to make up missed work for the current quarter. To make the transition to high school a more uniform procedure 8th grade students must turn in all missing work for the current unit must be completed prior to the assessment. A test retake is at the teacher's discretion, and students will need to complete additional work to show mastery BEFORE retaking the assessment. No missing or late assignments will be accepted after the mid-quarter reporting period. This gives students 4 weeks to complete their work. The next cut-off will be the end of the quarter. No missing work will be accepted after the grading term has ended.

Student grades will be averaged based on daily formatives and end-of-the-unit summative.

A- 94-100% A- 90-93% B+ 87-89% B 83-86% B- 80-82% C+ 77-79% C 73-76% C- 70-72% D+ 67-69%
D 63-66% D- 60-62 % F-59 and below

GRADE REPORTS: Grade reports will be distributed each quarter to parents/guardians. Parents/guardians are urged to call the office if the grade report is not received at home. These reports do not ordinarily need to be returned to school. Progress reports will be distributed to parents/guardians at midterm of every quarter.

HONOR ROLL: Students earning a GPA of 4.0 merits Principal's Honor Roll. Students earning a GPA of 3.5 or higher and not receiving any quarterly letter grades below a C merits Honor Roll.

PARENT/TEACHER CONFERENCES: Parent/teacher conferences are scheduled for the end of the first quarter. Parents may also contact their child's teachers to arrange individual or grade-level team conferences during the school year.

RETENTION: Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. A variety of student factors are evaluated when considering retention, including academic performance, maturity, behavior, and effort.

The grade level team, principal, and counselors will meet as a promotions committee at the end of first semester and third quarter to review student progress. The same committee will meet at the end of fourth quarter to consider retention for students. During the meeting, the committee shall arrive at a consensus for a recommendation on each student being considered. If, after consideration of all available data, it is determined that retention would be beneficial, parents will be notified. A student may be required to attend a remedial summer school to be considered for promotion. The final decision to retain students will be left to the discretion of the building principal and/or superintendent.

SCHEDULE CHANGE POLICY: Through proper planning on the part of the student, very few schedule changes will be necessary. Procedures that allow students to drop and/or add courses or otherwise amend their class schedule are designed for students whose academic programs can be enhanced by such a change. Changes will be based on a legitimate need on an individual basis with approval by the building principal. Requests to change class schedules will be made to the counselor, by the end of the 5th school day at the start of each semester.

TRANSPORTATION

CONDUCT ON SCHOOL BUSES: The safety of students during their transportation to and from school and while attending a school activity is a responsibility which they and their parents/guardians share with the bus drivers and school officials. While these rules are not exhaustive, students are expected to conduct themselves in a manner in line with the listed bus rules:

1. The bus driver is in charge of the students and the bus. Students must obey the driver promptly.
2. School rules and policies apply on buses.
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Drivers will decide if eating and drinking are permitted on the bus.
5. Never stand in the roadway while waiting for the bus.
6. Unnecessary conversation with the driver is prohibited.
7. Outside of ordinary conversation, classroom conduct is to be observed.
8. The use of tobacco is prohibited. Glass containers and live animals are prohibited.
9. Students must not try to get on or off the bus or move about within the bus while it is in motion.
10. Students must not at any time extend arms or head out of the bus windows. Students shall remain seated and keep the aisles free.
11. When leaving the bus, students must observe directions from the driver.
12. Any damage to the bus is to be reported to the driver at once. Reimbursement for damaged property will be collected.
13. The driver has the privilege of seating students when and where he/she feels necessary.
14. Students must have a bus pass signed by the principal or designee before riding a bus other than the one

assigned by the director of transportation.

The following steps will be used as a guide in determining punishments for bus misconduct:

1. Student/driver conference and/or assigned seating
2. Referral to office/conference with the principal and possible bus suspension
3. 1-3 day bus suspension
4. 3-10 day bus suspension
5. 15 day bus suspension
6. Bus suspension remainder of the school year (possibly into the following year)

The principal may choose to skip steps in this procedure if warranted by the behavior(s) of the offending student. In addition to bus suspension, any offense committed by a student on a bus may be punished in the same manner as if the offense had been committed at school. Students will be required to reimburse the district for any damage to the buses caused as a result of vandalism. Bus suspensions will carry over into the following school year if not completed.

TRANSPORTATION TO SCHOOL-SPONSORED ACTIVITIES: All students participating in school-sponsored activities requiring transportation will be transported by school-furnished transportation.

A participant must ride the bus with the team/organization unless prior approval has been requested by a parent/guardian and granted by the coach/sponsor and principal. Participants may ride home with their parents/guardians if the parent contacts the coach/sponsor in person at the event and places his/her signature on the sign-out sheet. If a parent wants their student to ride home with someone other than the guardian/parent, the guardian/parent must submit a written request to the principal. If the principal approves the request, they will sign the written request and then forward this signed request to the coach.

While students are attending a school-sponsored activity, students will adhere to all school rules. Sponsors of the activity must know where the students are at all times. The student may not make or accept alternative transportation without prior approval of the principal.

MCR-II Alternative Methods of Instruction (AMI) Information for Student Handbooks

Montgomery County R-II has a DESE-approved AMI plan that allows learning to continue in the event of an extended emergency closure. Our district's AMI plan includes a blend of online learning opportunities and learning activities that do not require any technology. When school must be canceled the notification sent by the district will let parents and students know **if** we are implementing AMI for that missed day. On days AMI is implemented, student attendance for that day will be determined by the percentage of learning activities completed. Staff will be available to students via email, applications such as Remind or Dojo, and other methods determined by each teacher. Detailed information about learning activities will be provided by each school or teacher, and is also available on the district website. If your child has an IEP or a 504 plan, their team will ensure appropriate modifications and accommodations are made to the AMI learning activities.

MONTGOMERY COUNTY R-II PUBLIC SCHOOLS

Dr. Tracy Bottoms
Superintendent

418 North Highway 19
Montgomery City, Missouri 63361-9709
Phone: (573) 564-2278 / ext. 5000
Fax: (855) 782-8741

Sara Salfrank
Director of Special Services

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 Montgomery County R-II 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, 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 Montgomery County R-II 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 Montgomery County R-II 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 Montgomery County R-II 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 during regular school hours on days school is in session in the Office of the Superintendent or Director of Special Services.

This notice will be provided in native languages as appropriate.

Rev. August 15, 2013

MONTGOMERY COUNTY R-II PUBLIC SCHOOLS

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504/TITLE II PUBLIC NOTICE

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

The Montgomery County R-II School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Montgomery County R-II School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed during regular school hours on days school is in session in the Office of the Superintendent or Director of Special Services.

This notice will be provided in native languages as appropriate.

MONTGOMERY COUNTY R-II PUBLIC SCHOOLS

"With Attendance Centers at Jonesburg & Montgomery City"

Dr. Tracy Bottoms

418 North Highway 19

Sara Salfrank

Superintendent

Montgomery City, Missouri 63361-9709

Director of Special

Services

(573) 564-2278

(573) 564-6182 (fax#)

PUBLIC ANNOUNCEMENT

SURROGATE PARENT

PROGRAM

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with who the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The Montgomery County R-II Public School District is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the Director of Special Services, at the Special Education Office located at the Middle School, (573)564-3710.

Missouri Department of Elementary & Secondary Education

No Child Left Behind Act of 2001 (NCLB)

COMPLAINT PROCEDURES

1. Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII, Revised 7/15
2. In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representative Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs.

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Complaints filed with the Department

1. How can a complaint be filed with the Department?
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4. How will appeals to the Department be investigated?
5. What happens if the complaint is not resolved at the state level (the Department)?

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB).

1. What is a complaint under NCLB?
For these purposes, a complaint is an allegation that a local education agency (LEA) for the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
2. Who may file a complaint?
Any individual or organization may file a complaint.
3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes :
 - a. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
 - b. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated?
The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation.
 - a. Record. A written record of the investigation will be kept.
 - b. Notification of LEA. The LEA will be notified of the complaint with five days of the complaint being filed
 - c. Resolution at LEA. The LEA will then initiate its local complaints procedures in an effort to resolve the complaint at the local level.
 - d. Report by LEA. Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.

- e. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
 - f. Appeal. The complaint or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to private school children handled differently?
If the complaint is an LEA is not providing equitable services for private school children in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).
 9. How will appeals to the Department be investigated?
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA recommendations and details of the decision are to be implemented within fifteen days of the decision delivered to the LEA.
 10. What happens if a complaint is not delivered to the LEA?
The complaint or the LEA may appeal the decision of the Department to the United States Department of Education.

Parent Notification No Child Left Behind information

Dear Parents:

Upon written request, the district is required to inform you of certain information, under the No Child Left Behind Act of 2001. You have the right to know:

- Whether your child's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which your child's teacher provides instruction.
- Whether your child's teacher is teaching under emergency or provisional status under state licensing criteria.
- Whether your child is provided serviced by a paraprofessional and if so, their qualifications.
- What baccalaureate degree major the teacher has any graduate degree of certification the teacher holds, and the field of discipline of the certification.

The district is also required to notify you on the achievement level of your child on the state academic assessments, and the timely notice that your child is being taught by the teacher who is not highly qualified.

Administrative Procedure

FOOD SERVICE MANAGEMENT- (Meal Charges)

Descriptor Code: EF-AP(1)

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Employees

Employees may not accumulate more than \$30.00 in unpaid meal charges. Once an employee's account reaches \$30.00 or higher the employee will not be allowed to charge the costs for meals any further until the charged amount is fully paid.

Students

1. A student may not accumulate more than \$10.00 in unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

After a student accumulates \$10.00 in unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.

3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

Montgomery Co. R-II

Original Issued Date: 09/11/2014

Last Issued Date: 09/13/2019

Nondiscrimination Statement

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

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

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

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;
2. Fax: 202-690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

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

