

# Mound City R-2 Middle School

*"Seeking to inform and communicate ways to be respectful  
and responsible in a safe learning environment."*

## Student Handbook

2023-24



### Mission Statement

April 2015

The MISSION for Mound City Middle School is simple:

|          |                               |
|----------|-------------------------------|
| <b>T</b> | Training for Life Success     |
| <b>E</b> | Everyone Motivated to Achieve |
| <b>A</b> | All are Valued                |
| <b>C</b> | Caring Environment            |
| <b>H</b> | Hope for the Future           |

# ***Vision of Mound City Middle School***

*April 2009 & April 2015*

*To create a positive, safe, healthy environment in which adolescent students can grow and mature in their cognitive, physical, and social development, in an instructional environment that promotes active learning and exploration of personal interests and abilities.*

*To develop a culture and school practices that are unique to meet the rapidly changing needs of adolescents with caring, knowledgeable adults who hold high expectations as they guide and support the needs of students, and initiate family and community partnerships.*

## **Korey Miles**

Superintendent

korey.miles@mndcty.org

Telephone: 660-442-3737

## **Emily Petersen**

**Middle School Principal**

emily.petersen@mndcty.org

Telephone: 660-442-5420

Fax: 660-442-5282

## **Jake Shipman**

**Athletic Director**

jake.shipman@mndcty.org

Telephone: 660-442-5429

Fax: 660-442-3154

School Website: [www.mndcty.k12.mo.us](http://www.mndcty.k12.mo.us)

Parents can:

- Access grades through “Parent Portal” tab
  - Access LINK to Textcaster Alerts
- Under the Resources tab, access supply lists & handbooks

| Approved - 1/17/2023                     |    |    |    |    |    |      | Mound City R-2 School District               |    |    |    |    |    |      | Calendar E                                   |    |    |    |    |    |    |
|--|----|----|----|----|----|------|--|----|----|----|----|----|------|--|----|----|----|----|----|----|
| 2023-2024 School Year Calendar           |    |    |    |    |    |      |  |    |    |    |    |    |      |  |    |    |    |    |    |    |
| July                                     |    |    |    |    |    |      | August                                       |    |    |    |    |    |      | September                                    |    |    |    |    |    |    |
| Su                                       | Mo | Tu | We | Th | Fr | Sa   | Su   | Mo | Tu | We | Th | Fr | Sa   | Su   | Mo | Tu | We | Th | Fr | Sa |
|  |    |    |    |    |    | 1    |  |    |    |    |    |    |      |  |    |    |    |    | 1  | 2  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8    |  |    | 1  | 2  | 3  | 4  | 5    |  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15   | 6  | 7  | 8  | 9  | 10 | 11 | 12   | 10   | 11 | 12 | 13 | 14 | 15 | 16 |
| 16                                       | 17 | 18 | 19 | 20 | 21 | 22   | 13   | 14 | 15 | 16 | 17 | 18 | 19   | 17   | 18 | 19 | 20 | 21 | 22 | 23 |
| 23                                       | 24 | 25 | 26 | 27 | 28 | 29   | 20   | 21 | 22 | 23 | 24 | 25 | 26   | 24   | 25 | 26 | 27 | 28 | 29 | 30 |
| 30                                       | 31 |    |    |    |    |      | 27   | 28 | 29 | 30 | 31 |    | 8    |  |    |    |    |    |    |    |
| 7/30 - 8/7 MSHSAA Dead Period            |    |    |    |    |    |      | 8/7 First HS Fall Practice                   |    |    |    |    |    |      | 9/4 Labor Day - No School                    |    |    |    |    |    |    |
|  |    |    |    |    |    |      | 8/14 First JH Fall Practice                  |    |    |    |    |    |      | 9/25 Teacher In Service - 275 Conference     |    |    |    |    |    |    |
|  |    |    |    |    |    |      | 8/14-8/17 Staff Inservice                    |    |    |    |    |    |      |  |    |    |    |    |    |    |
|  |    |    |    |    |    |      | 8/21 First day of school (1/2 Day)           |    |    |    |    |    |      |  |    |    |    |    |    |    |
|  |    |    |    |    |    |      | 8/22 - 1/2 Day                               |    |    |    |    |    |      |  |    |    |    |    |    |    |
|  |    |    |    |    |    |      | 8/25 First fall contest                      |    |    |    |    |    |      |  |    |    |    |    |    |    |
| October                                  |    |    |    |    |    |      | November                                     |    |    |    |    |    |      | December                                     |    |    |    |    |    |    |
| Su                                       | Mo | Tu | We | Th | Fr | Sa   | Su   | Mo | Tu | We | Th | Fr | Sa   | Su   | Mo | Tu | We | Th | Fr | Sa |
|  |    |    |    |    |    |      |  |    |    | 1  | 2  | 3  | 4    |  |    |    |    |    | 1  | 2  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7    | 5  | 6  | 7  | 8  | 9  | 10 | 11   | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14   | 12   | 13 | 14 | 15 | 16 | 17 | 18   | 10   | 11 | 12 | 13 | 14 | 15 | 16 |
| 15                                       | 16 | 17 | 18 | 19 | 20 | 21   | 19   | 20 | 21 | 22 | 23 | 24 | 25   | 17   | 18 | 19 | 20 | 21 | 22 | 23 |
| 22                                       | 23 | 24 | 25 | 26 | 27 | 28   | 26   | 27 | 28 | 29 | 30 |    |      | 24   | 25 | 26 | 27 | 28 | 29 | 30 |
| 29                                       | 30 | 31 |    |    |    | 19.5 |  |    |    |    |    |    | 18   | 31   |    |    |    |    |    | 11 |
| 10/9 - Teacher Inservice                 |    |    |    |    |    |      | 11/6 - Teacher Inservice                     |    |    |    |    |    |      | 12/15 2nd quarter/1st Semester Ends          |    |    |    |    |    |    |
| 10/18 End of First Quarter (Regular Day) |    |    |    |    |    |      | 11/22-11/24 Thanksgiving Break               |    |    |    |    |    |      | 12/16 - 1/3 - Christmas Break (No School)    |    |    |    |    |    |    |
| 10/19 Start of 2nd Quarter               |    |    |    |    |    |      |  |    |    |    |    |    |      |  |    |    |    |    |    |    |
| 10/26 Out at 12:30 (P/T Conferences 1-7) |    |    |    |    |    |      |  |    |    |    |    |    |      |  |    |    |    |    |    |    |
| 10/27 - No School                        |    |    |    |    |    |      |  |    |    |    |    |    |      |  |    |    |    |    |    |    |
| January                                  |    |    |    |    |    |      | February                                     |    |    |    |    |    |      | March  |    |    |    |    |    |    |
| Su                                       | Mo | Tu | We | Th | Fr | Sa   | Su   | Mo | Tu | We | Th | Fr | Sa   | Su   | Mo | Tu | We | Th | Fr | Sa |
|  |    |    |    |    |    |      |  |    |    |    |    | 1  | 2    | 3  |    |    |    |    | 1  | 2  |
|  | 1  | 2  | 3  | 4  | 5  | 6    | 4  | 5  | 6  | 7  | 8  | 9  | 10   | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
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| 21                                       | 22 | 23 | 24 | 25 | 26 | 27   | 25   | 26 | 27 | 28 | 29 |    |      | 24   | 25 | 26 | 27 | 28 | 29 | 30 |
| 28                                       | 29 | 30 | 31 |    |    | 20   |  |    |    |    |    |    | 19   | 31   |    |    |    |    |    | 17 |
| 1/2 - Teacher In Service                 |    |    |    |    |    |      | 2/5 Teacher In Service                       |    |    |    |    |    |      | 3/6 End of 3rd Quarter - 4th Qtr Begins 3/11 |    |    |    |    |    |    |
| 1/3 - Students return (3rd Qtr Begins)   |    |    |    |    |    |      | 2/19 - President Day No School               |    |    |    |    |    |      | 3/6 - Out at 12:30 - March Madness 3/7-3/8   |    |    |    |    |    |    |
| 1/15 - No School (MLK Day)               |    |    |    |    |    |      |  |    |    |    |    |    |      | 3/28 Early Out Easter Break 3/29-4/1         |    |    |    |    |    |    |
| April                                    |    |    |    |    |    |      | May  |    |    |    |    |    |      | June   |    |    |    |    |    |    |
| Su                                       | Mo | Tu | We | Th | Fr | Sa   | Su   | Mo | Tu | We | Th | Fr | Sa   | Su   | Mo | Tu | We | Th | Fr | Sa |
|  |    |    |    |    |    |      |  |    |    |    | 1  | 2  | 3    | 4  |    |    |    |    |    | 1  |
|  | 1  | 2  | 3  | 4  | 5  | 6    | 5  | 6  | 7  | 8  | 9  | 10 | 11   | 2  | 3  | 4  | 5  | 6  | 7  | 8  |
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| 21                                       | 22 | 23 | 24 | 25 | 26 | 27   | 26   | 27 | 28 | 29 | 30 | 31 |      | 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 28                                       | 29 | 30 |    |    |    | 20   |  |    |    |    |    |    | 14.5 | 30   |    |    |    |    |    |    |
| 4/1 No School Easter Break               |    |    |    |    |    |      | 5/12 Commencement                            |    |    |    |    |    |      |  |    |    |    |    |    |    |
| 4/15 No School - Teacher Inservice       |    |    |    |    |    |      | 5/21 - Out at 12:00 - Last Day of School     |    |    |    |    |    |      | <b>Student Days</b> Full Half Make-up Days   |    |    |    |    |    |    |
|  |    |    |    |    |    |      | 5/22 - Teacher Inservice                     |    |    |    |    |    |      | <b>August</b> 7 2 1/15/2024                  |    |    |    |    |    |    |
| <b>First Quarter</b> 40 Days             |    |    |    |    |    |      | <b>End of Quarter and/or Early Dismissal</b> |    |    |    |    |    |      | <b>September</b> 19 0 2/19/2024              |    |    |    |    |    |    |
| <b>Second Quarter</b> 37 Days            |    |    |    |    |    |      | <b>No School</b>                             |    |    |    |    |    |      | <b>October</b> 19 1 3/7/2024                 |    |    |    |    |    |    |
| <b>First Semester</b> 77 Days            |    |    |    |    |    |      | <b>Professional Development</b>              |    |    |    |    |    |      | <b>November</b> 18 0 3/8/2024                |    |    |    |    |    |    |
| <b>Third Quarter</b> 43 Days             |    |    |    |    |    |      | <b>Graduation</b>                            |    |    |    |    |    |      | <b>December</b> 11 0 3/11/2024               |    |    |    |    |    |    |
| <b>Fourth Quarter</b> 49 Days            |    |    |    |    |    |      | <b>Parent/Teacher Conferences</b>            |    |    |    |    |    |      | <b>January</b> 20 0 4/1/2024                 |    |    |    |    |    |    |
| <b>Second Semester</b> 92 Days           |    |    |    |    |    |      | <b>Holidays</b>                              |    |    |    |    |    |      | <b>February</b> 19 0                         |    |    |    |    |    |    |
| <b>Total Student Days</b> 169 Days       |    |    |    |    |    |      | 8:00-2:59 = 6.5333 hours                     |    |    |    |    |    |      | <b>March</b> 16 2                            |    |    |    |    |    |    |
| <b>Total Staff Days</b> 180 Days         |    |    |    |    |    |      | 8:00-12:32 = 4.2833 hours                    |    |    |    |    |    |      | <b>April</b> 20 0                            |    |    |    |    |    |    |
|  |    |    |    |    |    |      | 163 Full = 1064.9279 hours                   |    |    |    |    |    |      | <b>May</b> 14 1                              |    |    |    |    |    |    |
| <b>Total Hours - 1090.6277</b>           |    |    |    |    |    |      | 6 half days =25.6998 hours                   |    |    |    |    |    |      |  |    |    |    |    |    |    |

**ALL SCHOOL CANCELLATIONS WILL BE ANNOUNCED ON: KLZA 101.3, KKJO 105.5, KMA 960, KFEQ 680, KNIM 97.1, KQ2TV, and Textcaster cell phone service.**

## MIDDLE SCHOOL STAFF

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### **Language Arts**

#### **5<sup>th</sup> Grade Homeroom Teacher**

Mrs. Taylor Bruner

### **Science**

#### **6<sup>th</sup> Grade Homeroom Teacher**

Mr. Alan Ottman

### **Social Studies**

#### **7<sup>th</sup> Grade Homeroom Teacher**

Mr. Ryan Osburn

### **Mathematics**

#### **8<sup>th</sup> Grade Homeroom Teacher**

Mr. Drew Bruner

### **Library**

Mrs. Shelley Eaton, Librarian  
Mrs. Sarah Montgomery, Paraprofessional

### **Counselor**

Mrs. Beth Graves (Grades K-4)  
Ms. Sydney Shavnore (Grades 5-8)  
Mrs. McKinsie Radley (Grades 9-12)

### **Special Education**

Mrs. Samantha Kelly  
Mrs. Linda Nauman, Paraprofessional  
Ms. Renee Gegen, Paraprofessional  
Mrs. Jordan Krueger, Paraprofessional

### **Middle School Office**

Mrs. Emily Petersen, Principal  
Mrs. Ashley Hollingsworth, Secretary

### **Exploratory Teachers**

### **Physical Education**

Mrs. Katie Dougherty

### **Agriculture**

Mr. Connor Dignan

### **Music/Band**

Ms. Caitlin Marrant

### **Art**

Mrs. Payton Boswell

### **FACS**

Mrs. Shawna Farr

### **Business/Tech**

Mrs. Nichole Hux

### **Superintendent Office**

Mr. Korey Miles, Superintendent  
Mrs. Lisa Loucks, Secretary  
Mrs. Carly Edwards, Secretary

## **WELCOME TO MOUND CITY MIDDLE SCHOOL**

708 Nebraska St.  
Mound City, MO 64470

**Mr. Korey Miles, Superintendent**

**Mrs. Emily Petersen, Principal**

Telephone: 660-442-5420  
Office Hours: 7:40 a.m. – 3:10 p.m.

### **GENERAL INFORMATION**

#### **Arrival Times:**

Regular arrival: 7:40 – 7:57 a.m.  
Walkers eating breakfast & Bus arrival: 7:40 a.m.

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

**Breakfast Served:** 7:40 – 7:57 a.m.

**Beginning Bell:** 8:00 a.m.                      **Dismissal Bell:** 2:59 p.m.

**Students leaving during school day** – Students must be signed out in office by their parents/guardians prior to student leaving school. Students leaving the school without parent signature will be considered UNEXCUSED and TRUANT.

**Breakfast/Lunch Prices** – Students may bring money on a daily basis, or pay ahead for lunches and breakfasts. Charges will be allowed to accumulate to **only 3 days**. Breakfast menus will include a variety of main entrées, and lunch will include a salad bar and two main entrees.

#### **SCHOOL LUNCH INFORMATION - updated July 2023**

- Each lunch shift will be 27 minutes in length.
- 5-8 grades lunch shift will be from 12:05-12:32
- Students who bring their lunch from home will go to the lunchroom with their regular group.
- Breakfast is also available to students between 7:40 and 7:57.
- Some students may qualify for free or reduced cost breakfasts and lunches.
- Ala Carte available daily.
- Student breakfast is \$1.60 for regular price and \$0.25 for reduced price.
- Student lunch is \$2.75 for regular price and \$0.40 for reduced price.
- Extra milk is \$0.25 per pint.
- (Prices may be subject to change)

### *Student Charging:*

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

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA; TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

**Morning Procedures**– Students **eating breakfast** must go to the cafeteria to eat. Upon completion of their meal, they will **move to the gym** for a supervised morning social interaction or physical activity until 7:57 a.m. Students not eating breakfast should immediately go to the gym where supervision will be given. At the 7:57 a.m. bell, students may then move to their lockers and into their homeroom, first-hour class.

**Lunch Procedures** – The Middle School will have a **closed lunch** and students will not be allowed to leave campus at will. Lunch will be a 27-minute period, from 12:05 – 12:32. At 12:23 students may leave the cafeteria and go to the playground or gym (weather dependent) for a supervised social interaction period or physical activity.

### **ACTIVITY PASSES**

The Board of Education has voted to sell Activity Passes for all athletic events (EXCEPT the Mound City Invitational Basketball Tournament and Panther Relays). The prices are as follows:

|   |          |
|---|----------|
| Adults.....   | \$40.00  |
| Students.....   | \$30.00  |
| Family Pass for four or more undergraduates living at home..... | \$100.00 |

### **ATHLETIC ELIGIBILITY REGULATIONS**

Students in grades 7 & 8 participating in athletics will be given a separate handbook outlining athletic eligibility and regulations.

### **ATTENDANCE & TARDINESS**

Reference: Policy 2310 and Regulation 2310

Students are encouraged to attend school daily and to remain in school for the entire daily session. Students benefit most when they are in class and can benefit from interaction with their teachers and other students. In addition, regular attendance in class promotes habits of punctuality, responsibility, and self-discipline. Absences and tardies are recorded as either excused or unexcused. **PARENTS ARE TO CONTACT THE OFFICE STATING THE REASON FOR THE ABSENCE OR TARDINESS.** These are kept on file for reference. Please call when your child is going to be absent.

#### **Attendance Policy**

1. All assignments will be made up from any absence as given by the teacher/administrator. Students will be allowed one day to make up work for every day absent, with a maximum of five days.
2. When possible, assignments for make-up work will be asked for in advance. Students who will be leaving school early due to school activities must get assignments from teachers **before** leaving on school activities (i.e. field trips, sporting events, etc.) or they will not be allowed to participate.
3. If a student receives in-school suspension, he/she will be held accountable for work missed and allowed to turn in work for credit upon their return to the classroom. If a student is placed in out-of-school suspension, they will **not** be allowed to make up work and will receive a 0 for homework/assignments on days out.

4. Students are not allowed to leave school without a request from their parent and approval from administration.
5. Leaving school during the day without permission from an administrator is considered truant. Parents must accompany students to the principal's office to be remitted to classes. Re-admission is possible only after disciplinary action, most likely in-school suspension, has been completed and the parent/guardian and student have satisfactorily met with the principal.
6. Excused and Unexcused Absences - Parents need to call the school in the morning of the day a student is absent for that absence to be considered excused. If the student is sick, has a doctor appointment, funeral, or with the parent he/she will be considered **excused**. **If no phone call is made, the student will be considered "unexcused."**
7. Student absences will be limited to seven (7) total absences (excused and unexcused) per semester. The unused portion will not be carried into next semester. Students' time spent out of school during scheduled instructional time for any reason (to arrive late, to leave early, or to be absent an entire day, whether excused or unexcused) is considered time absent from instruction. This time accumulates toward the total absent limit. Upon **five (5) total days absent per semester**, the principal will send a letter to the parent/guardian to serve as a warning notice. Upon **eight (8) total days absent (excused and unexcused) per semester**, the principal will send a second letter to the parent/guardian AND the student may be referred to the juvenile officer for further action. The principal, in application of this policy, will consider extenuating circumstances. The administration has final discretion in all attendance decisions.
8. **Students must be in school a full day on the day of an activity to be eligible to participate/attend in any school related activity that same day.** Exceptions may be reviewed with the administration in advance. Exceptions include doctor and dentist appointments with a written excuse from the doctor and/or dentist. Students consistently tardy or absent after a student activity will be considered for disciplinary review by the administration. If an activity falls on a weekend, the student must have attended the preceding scheduled school day.
9. **Students may not participate or attend an activity on a day they have been suspended or in ISS (In School Suspension).**
10. **Students missing 20% or more of the year (approximately 30 days) will be under consideration for retention** and promotion to the next grade level will be reviewed before the administration.

### **Tardy Policy**

Students will serve a one (1) hour detention after receiving **three** tardies. This resets each semester.



## **BUS INFORMATION**

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

## **BUS RULES AND REGULATIONS**

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

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

## **BUS DISCIPLINARY GUIDELINES:**

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

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

## **CAFETERIA RULES:**

1. Breakfast eaters are to join Middle School students in their designated area when finished eating.

2. Lunchroom voices should be in a low, talking tone and volume.
3. Students should display appropriate manners to maintain a healthy, safe and pleasant atmosphere for all.
4. Students sit as designated by their supervisor.
5. Cold lunch students are not to carry glass containers, other than a thermos-type bottle. For safety reasons, it is requested that students not bring soda pop. Any remaining cold lunch items need to be returned to their lunch boxes before exiting the lunch room.
6. Students bringing cold lunches containing food with peanut butter or food processed in factories that process nuts will be asked to use a sanitizing wet wipe before exiting the cafeteria.
7. Students with food allergies will sit at a designated table.
8. Remain seated until dismissed by teacher or supervisor.
9. Students will keep the area around their dining area clean and pick-up appropriate food and/or wrappers.
10. Students will only eat what is on their plates. Students will not share food due to food allergies that exist in the building
11. Students will not be dismissed to go back to their lockers for money.
12. Food and/or drinks that are purchased in the cafeteria must be consumed and/or disposed of before exiting the cafeteria. Purchased food and drinks will not be permitted on the playground, in classrooms, in lockers, etc.

## **CANCELLATIONS**

All school cancellations will be announced on: KKJO (105.1), KMA (960), KFEQ (680), and KQTV prior to 6:30 a.m. when possible. Information will be also sent as a text message to cell phones through Northwest Cellular “Panther Alert.” Parents interested in signing up for this service should contact the office for information or visit our school website <https://www.mndcty.k12.mo.us/page/panther-alerts>.

## **CELL PHONES, ELECTRONIC DEVICES & TELEPHONE CALLS**

**Electronic Communication Devices are prohibited in the school setting, including locker rooms, unless approved by the administration or teacher.** These include but are not limited to personal PDA’s, cell phones, pagers, CD players and other musical playing devices and headphones. Upon entering the school in the morning, students are not permitted to use cell phones for phone calls, listening to music, playing or taking videos, or any other uses. They are to be placed in the locker until the final bell rings at the end of the school day. For emergency purposes, students may have such items stored in their locker, but they are not to be carried in pockets, seen, or used during school (this includes before the beginning and final bells ring).

If students are seen using their phone or other electronic device without staff consent the consequences will be as follows:

- 1<sup>st</sup> offense: Student is given a warning and will return the phone to his/her locker.
- 2<sup>nd</sup> offense: The phone will be turned in to the administrator and can be picked up at the end of the school day.
- 3<sup>rd</sup> offense: The phone will be turned in to the administrator and will need to be picked up by a parent or guardian.

A student may use their cell phone in the school offices for emergency purposes with approval by teacher or office personnel.

When an **emergency** exists, students may be called to the telephone at any time. Students will be permitted to make calls before school, during lunch, or after school. Messages will be delivered to students at the end of the class period or last hour.

### **CONFERENCES**

Parent-teacher conferences are scheduled for the end of first quarter between the hours of 1:00 and 7:00 p.m. Other conferences requested by the school or parents will be arranged to accommodate the needs of both parties between the hours of 7:30 a.m. and 4:00 p.m.

### **COMMUNICATION**

A middle school newsletter will be sent home each month as well as placed on the school website and Facebook. It will contain dates of upcoming events, news articles, an all school calendar, and menus for the month.

### **DAILY SCHEDULE (District-wide)**

7:40-7:57      Arrival & Socialization (Supervised)

8:00-8:46      First Period

8:49-9:35      Second Period

9:38-10:24    Third Period

10:27-11:13   Fourth Period

#### **Middle School**

11:16-12:02   Fifth Period

12:05-12:32   Lunch Period & Socialization (Supervised)

#### **High School**

11:16-11:43   Lunch Period

11:46-12:32   Fifth Period

12:35-1:21    Sixth Period

1:24-2:10     Seventh Period

2:13-2:59     Eighth Period

## **DISCIPLINE – SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT (PBS)**

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

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

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

**Minor Misbehavior:** Students exhibiting minor misbehaviors will be redirected to demonstrate and practice appropriate behaviors. **Upon the student exhibiting three minor behaviors in a week, the student will be sent to the principal, and the three minors will cumulatively be considered a major.**

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

### **Behavioral Expectations**

Regulation 2610

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

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

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

## **Behavioral Expectations – Continued**

1. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance.  
First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.  
Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
2. Sale of a controlled substance or substance represented to be a controlled substance.  
First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.  
Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
3. Assault of Student—Use of physical force with the intent to do bodily harm.  
First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.  
Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
4. Assault of Staff member—Use of physical force with the intent to do bodily harm.  
First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.  
Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
5. Possession of a Weapon—Defined in Policy 2620  
First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.  
Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
6. Possession of or presence under the influence of alcohol  
First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.  
Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
7. Arson—Intentionally causing or attempting to cause a fire or explosion  
First Offense: 11-180 days of out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.  
Subsequent Offense: Expulsion, notification to law enforcement in student's discipline record.

8. Sexual Harassment—Harassment of students by employees or other students is strictly prohibited. Sexual harassment is defined as unwelcome sexual advances or other verbal or physical conduct of a sexual nature using language, objects, or pictures.
- First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. \*
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. \*
9. Threatening Language—Use of verbal threats to do bodily harm
- First Offense: Principal/Student Conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension or 1-180 out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
10. Extortion—Verbal threats or physical conduct designed to obtain money or other valuables.
- First Offense: Principal/Student conference, in school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
11. Fighting—Physically striking another in a mutual contact as differentiated from an assault.
- First Offense: Principal/Student Conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record. \*
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. \*
12. Disruptive Behavior—Conduct that has the intentional effect of disturbing education or the safe transportation of a student.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
13. Theft—Non-consensual taking or attempt to take the property of another.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
14. Vandalism—Intentional damage or attempt to damage property belonging to the staff, students, or the District.
- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offense: 11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

15. Truancy—Absent or tardy from class or classes without authorization.
- First Offense: Principal/Student conference or 1-3 days in school suspension.  
Subsequent Offense: 3-10 days -in-school suspension.
16. Defiance of Authority—Refusal to obey directions or defiance of staff authority.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.  
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
17. Improper Displays of Affection—Consensual kissing, fondling, or embracing.
- First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.  
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
18. Indecent Exposure—Includes display in public location of buttocks and genitals.
- First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.  
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
19. Use of Obscene or Vulgar Language—Language that depicts venous sexual acts, human waste, blasphemous language, or any language deemed inappropriate.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.  
Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
20. Possession or use of tobacco or tobacco products
- First Offense: Principal/Student conference or in-school suspension, or 1-3 days out-of-school suspension  
Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.
21. Disruptive Speech or Conduct—Use of hate language to demean other persons due to the race, gender, disability, natural origin, sexual orientation, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.
- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.  
Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
22. False Alarms—Tampering with emergency equipment, setting off false alarms, making false reports.

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

23. Bus Misconduct—Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

24. Electronic Devices – Using Electronic Communication Device without the permission of administration or teacher or in an inappropriate manner. This includes cell phones, ChromeBooks, iPads, etc.

- First Offense: ECD will be confiscated and picked up after school by the student or student may lose privileges to use at school.
- Subsequent Offense: ECD will be confiscated and picked up by the parent after student/parent/principal conference or student may lose privilege to use at school
- Continued Offenses: In school suspension, 1 – 180 days out of school suspension, or expulsion and possible documentation in student's discipline record. Student will not be allowed to have ECD at school.

25. Gang Activity - Any suspicious activity-involving an individual that is considered "gang" activity.

- First Offense: Student/Parent Conference with removal of Gang Items.
- Second Offense: Contact Authorities and/or 1-3 days ISS
- Continued Offenses: Contact Authorities and up to 10 days OSS, Administrative discretion.

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

Participation in extracurricular activities and events such as field trips, track and field day, Accelerated Reader incentive parties, class parties, school dances, etc., may be revoked due to disciplinary measures at the discretion of the administrator.

## **DUE PROCESS FOR STUDENTS**

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

## **BULLYING**

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

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or



- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

### **CORPORAL PUNISHMENT: PROHIBITED**

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

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

### **SEARCHES BY SCHOOL PERSONNEL**

Policy 2150

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

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to

empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

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

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

### **DANCE**

Middle School Student Council will sponsor a yearly dance for 6<sup>th</sup> – 8<sup>th</sup> graders. Dances will be scheduled with the middle school principal. **Only students enrolled in Mound City R-2 Middle School will be eligible to attend.** Students arriving at the dance will be expected to stay until the conclusion of the dance. Students will not be allowed to return upon leaving. Student ethics and behavior expectations are to be maintained. Middle school students will not be allowed to attend high school dances.

Participation in extracurricular activities and events such as school dances may be revoked due to disciplinary measures at the discretion of the administrator.

### **ENROLLMENT, LOCKERS, AND BOOK INFORMATION**

The Board of Education has made it possible for each student to have a locker in the Middle School hall. Lockers are assigned in the office and are not to be traded or exchanged unless authorized by the office. **Do not leave valuables in lockers.**

Lockers do not have locks. However, students may furnish their own lock if desired. The principal needs a spare key or combination for locks. Lockers should be kept neat and not materials placed on top. Lockers and desks are the property of the school and may be searched whenever there is reason to believe the student has violated school policy.

The school will furnish textbooks and workbooks and the students will be held accountable for them. Any library material that is defaced, damaged, lost or ruined must be paid for by the student who borrowed it.

## **ETHICS**

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

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

## **EMERGENCY WEATHER**

If weather dictates the possibility of school being closed early, or canceled, PLEASE LISTEN TO KKJO OR KFEQ RADIO, OR KQTV TELEVISION for closing announcements. **PLEASE DO NOT CALL THE SCHOOL**; this will tie up our lines and we can’t receive emergency information.

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

## **FIELD TRIPS**

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

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

Participation in extracurricular activities and events such as field trips may be revoked due to disciplinary measures at the discretion of the administrator.

## **FIRE ALERT**

The fire alarm signal is a continuous ring of the bell. Students should be familiar with the fire drill instruction for each class. One drill will be performed each semester.

## **TORNADO ALERT**

The tornado alarm signal is a series of short rings of the bell. Students should be familiar with the tornado drill instruction for each class. One drill will be performed each semester.

## **HAZARD PLAN**

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

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

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

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

## **GRADING SYSTEM & HONOR ROLLS**

**Report Cards** - Report cards will be located in their child's homeroom and available for parents to pick up at the end of first quarter during Parent-Teacher Conferences. At that time, teachers will be available for personal conferences to discuss progress or address any concerns parents may have. After 1<sup>st</sup> Quarter, report cards will be sent home within three days following the end of the remaining quarters (generally an eight-nine week period). Parents are urged to review them and contact the office to arrange a conference with the principal and teachers.

**Two Week Grade Checks** - Every two weeks grades will be checked to see if students are maintaining or improving their grades. Any student receiving a D or F will receive intervening services during Study Skills. Parents will be notified of the grade level check through their children, calling the office, and through an on-line grading system (Lumen). Information regarding this parent-site will be given within the first few weeks of school.

**Grading Scale:** The grading scale follows:

- 100 - 96, A; 95-90, A-; 89 - 87, B+; 86 - 83, B; 82 - 80, B-; 79 - 77, C+; 76 - 73, C; 72 - 70, C-; 69 - 67, D+; 66 - 63, D; 62 - 60, D-; 59 - 0, F.
- Homework not turned in on the day assigned will result in a zero.
- Any student who misunderstands their grade or desires to talk over their grades is urged to make an appointment with the teacher or the principal
- Work assigned during suspensions must be completed; work is due upon first day of returning to classroom and credit will be given for work completed during In-School Suspension (ISS). No extra days will be given for work completion. Work not turned in upon returning to the classroom must be completed, but no credit will be received. Students receiving OSS will not receive credit for assignments completed during this discipline period.

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

### **Honor Roll**

High Honor Roll: Students receiving all A's in all classes.

Regular Honor Roll: Students receiving all A's and/or B's in all classes.

### **HOMEROOM**

**Homeroom – Advisor** – Each class will be assigned a specific homeroom/advisor. Students will go to their “homeroom” the first hour of each day; their first hour teacher will be their homeroom/advisor. For the first 15-20 minutes on Monday of each week, the advisors will “get to know” their students better (i.e. discuss what's happened over the weekend, what's coming up in the week for them, what tests they might have, discuss if anything is happening that they need extra assistance, find out who has birthdays for the week, etc.). This is a time for the advisor to develop specific relationships with the class beyond what will normally happen within classrooms. The advisor is meant to be the person a student can go to for advice, help with a problem, or someone the student can go to for extra help.

**Homeroom Parties with Advisor** – Class parties will be held for Halloween, winter break, and Valentine's Day. During the Monday advisory time, the class will coordinate who will bring treats, be responsible for games/music, and make the necessary plans. Thus, celebrations will still be part of their student life like elementary, but it will look different and be designed uniquely to middle school. Students will have much more responsibility in the planning and an emphasis will be on building appropriate social interactions.

### **PROMOTION and RETENTION**

Policy 2520 and Regulation 2520

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

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

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

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

### **GENERAL PROMOTION AND RETENTION REQUIREMENTS**

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

- e. Social and emotional maturity.
  - f. State-mandated retention requirements for middle school students.
5. The principal and the classroom teacher in accordance with the above-referenced factors will make the decision for retention, and written notification of retention will be sent to the parent/guardian.

## **READING LEVELS AND STATE-MANDATED RETENTION**

### **Fifth and Sixth Grade Students**

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

### **Exceptions**

The following students are exempt from the reading assessments:

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

### **Appeal of Retention Decisions**

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

## **INTERVENTION**

It is the belief of Mound City Middle School that students who are identified as "at risk" for achievement failure due to lack of academic skills, late homework, or behavior concerns, should have multiple, early interventions in order to close the achievement gap. All students should be supported with research-based instruction and materials in order to succeed. A pyramid of interventions has been developed in order to meet the needs of students.

### **Eligible Students:**

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

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

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

### **Academic Concerns**

- After the first four weeks of school, a grade check will take place. Thereafter, every two weeks grades will be checked. Any student receiving a D or F will receive intervention.
- Parents will be notified if students need to attend the Intervention Room.
- Student will attend the Intervention Room for a minimum of two weeks, or until their grades are no longer a D or F and other grades are maintaining or increasing.
- Students will have 46 minutes daily available for intervention. This will automatically be given to students in grades 5 and 6 and will be given to students in grades 7 and 8 two days per week.
- A team will meet monthly to discuss progress of student toward the academic targeted area(s). The Team will be composed of the classroom teacher, intervention teacher, principal, Title I personnel (if applicable), guidance counselor, and special education teacher.
- If the student is not progressing toward academic grade level expectation, the Teacher's Team will devise a plan of intervention, which may include:
  1. Brainstorm new strategies to try and draw on additional resources as determined by the Team
  2. Communication with parents will continue to be made.

### **Homework Concerns**

- Students who have late homework during the day will be sent to the Intervention Room as referred by teachers for 46 minutes to make up missed work or work on current homework.
- Various staff members will supervise students. Teachers will work with students long enough to know if they understand the concepts. Then students will complete their work.
- If students attend the Intervention Room for late or incomplete homework, their parents will be contacted. Upon the fourth time, the student will be required to also stay after school until 3:30 p.m. (M – TH).

### **HANDICAP PARKING**

Handicap parking is available in the half-circle drive on the south side of the school building, near the middle school doors in lot T, and near the multipurpose room doors.

### **HEALTH SERVICES**

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



## **ACCIDENTS**

Accidents, which result in injuries, are to be reported to the office immediately. Students who have minor scrapes or cuts shall report to the nurse's office for first aid treatment. In all accidents of any severity, the parent will be notified. The nurse will keep a report on all accidents.

## **HEALTH – ALLERGIES**

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

## **HEAD CHECKS for Contagious Parasites**

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

## **HEALTH-STUDENTS WITH COMMUNICABLE DISEASES**

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

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

### **Additional Guidelines:**

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

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

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

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

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

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

### **HEALTH-STUDENT PHYSICAL EXAMINATION**

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease. Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

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

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

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

### **AT-RISK CURRICULUM**

Policy 6150

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

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

### **INSURANCE**

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

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

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

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

Policy 2160

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

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

## **LIBRARY AND TEXT BOOKS**

Rules for taking care of school books:

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

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

## **MEDICATIONS**

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

1. Written orders from a licensed health care provider must be obtained, and should include the name of the drug, dosage, the route of administration, and the time interval in which the medication is to be taken.
2. The parent/guardian of the student must complete a form provided by the school district BEFORE medication can be administered.
3. Medication must be brought to school in a container appropriately labeled by the

pharmacy or licensed health care provided. (See #1)

4. Unused medication cannot be sent home with students. Parent/guardian must come to pick it up.

### **PHOTO & NAME RELEASE**

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

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

### **PHYSICAL EDUCATION**

Physical examinations for physical education class are optional. Parents may assume the responsibility of their child's physical fitness or may have their child examined by a doctor. Students not physically fit to participate in physical education class must have a physician's report on file in the office of the principal, stating the reasons why the student cannot take part in physical education activities. An alternate assignment will be required.

Students in grades 5 and 6 will NOT be required to dress out for physical education classes. Students in grades 7 and 8 WILL BE required to dress out. The PE instructor will inform students of the prescribed uniform to be used on the first day of school.

Students in grades 7 and 8 will be provided a basket in which to keep their PE equipment while not in use. This same basket will be used to place valuables in while the student attends PE class. It is recommended that each student purchase a lock for this PE basket. The school cannot accept responsibility for lost clothing or valuables.

### **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Mound City R-2 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing

impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The Mound City R-2 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Mound City R-2 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Mound City R-2 School District, 708 Nebraska Street, Mound City, MO, Special Education Director's Office, on Monday – Fridays from 8:00a.m. to 2:59 p.m.

This notice will be provided in native languages as appropriate.

**Public Notice: Family Educational Rights & Privacy Act (FERPA)  
Designation of Directory Information – Policy 2400**

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires the Mound City R-2 School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mound City R-2 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's educational records in certain school publications. Examples include: a playbill, showing your child's role in a drama production; the annual yearbook; honor roll or other recognition lists; programs, etc. If you do not want Mound City School District to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing by September 1 of year school year. The Mound City R-2 School District has designated the following information as directory information: student's name, address, telephone listing, photograph, dates of attendance, grade level, participation in officially recognized activities, and awards and honors received.

### **Public Notice: Services for Students with Disabilities**

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

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

### **SAFE SCHOOLS POLICY**

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

### **INSTRUCTIONAL SERVICES: STATEWIDE ASSESSMENTS**

#### **Policy 6440**

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

#### Assessment Instrument

#### Grade Level

##### **State Assessments:**

\*Administered in Spring of school year

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

##### **District Assessments:**

\*District Created Assessments

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

### **Classroom Assessments:**

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

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

## **GENERAL ADMINISTRATION:**

### **PARENT/FAMILY INVOLVEMENT IN EDUCATION**

### **Policy 1405**

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

1. Regular two-way communication between school and parents/families. Such communication will include but not be limited to scheduled parent visit to school, electronic communication, use of translators, parent volunteers, and other programs recommended by the Parent/Family Involvement Committee.
2. Assist parents in developing positive, productive parenting skills, as well as positive productive means of interacting with District administrators and staff.
3. Provide professional development opportunities for District staff to facilitate productive parent/school involvement in promoting education of District students.
4. Involve parents in meaningful activities to enhance student learning.
5. Enhance opportunities for parents/families to visit schools in a safe and open atmosphere. Such opportunities will include, but are not limited to, identifying roles for parent volunteers, providing training for volunteers and provision of family activities at school.
6. Affirmatively involve parents in school decisions which affect their children.
7. Utilize community resources to promote and strengthen school programs, family practices, and student learning.
8. The Plan will be reviewed annually with input from parents and staff. Meeting agenda sign-in sheets and meeting minutes will be prepared and maintained by the District.
9. Full opportunity for parent participation will be provided to all parents including, but not limited to, parents with limited English proficiency, parents with disabilities, and parents of migratory children.
10. Conduct an annual evaluation of the policy to identify and resolve any barriers that would limit the involvement of parents. (Examples of barriers include, but are not limited to, economically disadvantaged, limited English proficiency, limited literacy, disabled or are of any racial or minority background).

## **VIRTUAL INSTRUCTION**

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

## **HARASSMENT OF STUDENTS**

Policy 2130

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

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

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

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

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



**Public Notice: Title I  
Parent Involvement**

Regulation 1621

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

**Title I Staff Responsibilities**

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

**Public Notice: Title I Parents Right to Know**

Regulation 1621

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

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

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

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

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

## **SPORTING EVENT GUIDELINES AND EXPECTATIONS**

Students who attend Middle School and High School sporting events to cheer our players on to victory. School spirit is an asset and participation is encouraged. In the event that students are not following expectations, they will be asked to be seated and watch the game. If they do not follow the guidelines above, they will be asked to leave. These precautions are established for the safety of all students. We ask that all students and parents read these guidelines carefully.

## **VISITORS**

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

## **VOLUNTEERS**

Interested parents, grandparents, and other adult friends of Mound City Middle School are invited to participate in our volunteer program. We can always use additional assistance in our classroom or with special projects.

If you are interested, please contact your child's teacher or the school office for further information. We appreciate your interest.

## **WEARING APPAREL**

All individuals are concerned with their personal appearance. Clothing, hair and cleanliness are important factors in personal appearance. Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Dress should reflect maturity in taste on the part of the student. Clothing which distracts from the educational process will not be tolerated. In order to promote a professional atmosphere, students will adhere to the following guidelines:

- Apparel is expected to conform to reasonable student standards of modesty.
- No excessive or inappropriate areas of skin or undergarments may be exposed.
- No apparel or grooming which presents a safety concern is permitted.
- No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted.
- No clothing or personal grooming that disrupts, or can be forecasted to disrupt the educational environment is permitted and/or has a double meaning is prohibited.
- No bare midriffs, short shorts, short skirts, narrow tank tops, spaghetti straps, or strapless shirts will be allowed. Within the bounds of good taste, modesty and appropriateness.
- Shorts or sleeves that are cut off need to be sewn.
- Clothing should be neat and clean. Shorts or jeans may not have rips or holes in them that go above a student's mid-thigh when arms are hanging at the side. Tears and rips should be from mid-thigh level down.
- Clothing meant to be worn as underwear should not be seen or worn as outerwear.

- No hats, bandanas (other than around the neck), and related items are not to be worn in the school building.
- No clothing that makes reference to alcohol, drugs, swearing, minorities or ethnic groups will be allowed and/or has a double meaning is prohibited.
- Clothing deemed too tight, such as biker shorts, yoga pants, tight spandex shirts, shorts, and pants is prohibited. \*If tight pants are worn, a shirt long enough to cover the buttocks must be worn.
- Field Trip Attire - Blue jeans are not permitted (unless prior approval). Shirt with a collar or Mound City Panthers T-shirt are acceptable. Other dress code rules as stated above must be followed. (No field trip attire = No Trip!)

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

#### **DISCRIMINATION STATEMENT**

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

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

# Bullying Incident Report Form

STUDENTS

Discipline

Form 2655

Bullying

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: \_\_\_\_\_ Time: \_\_\_\_\_

Name\*: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

You are a: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer

Date(s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

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

Please circle the category in which behavior you feel this falls under:

| Conflict  | Rude  | Mean   | Bullying  |
|---|---|--|---|
| Occasional  | Occasional  | Once or Twice                                | Frequent; <b><u>repeated</u></b>                                      |
| Not planned; in the heat of the moment                  | Spontaneous; unintentional                            | Intentional                                  | Planned; <b><u>intentional</u></b>                                    |
| All parties are upset                                   | Can cause hurt feelings; upset                        | Can hurt others deeply                       | The target of the bullying is upset                                   |
| All parties want to work things out                     | Based in thoughtlessness, poor manners, or narcissism | Based in anger; impulsive cruelty            | The bully is trying to <b><u>gain control</u></b> over the target     |
| All parties will accept responsibility                  | Rude person accepts responsibility                    | Behavior is often regretted                  | The bully blames the target   |
| An effort is made by all parties to resolve the problem | --  | --   | The target wants to stop the bully's behavior, but the bully does not |
| Can be resolved through mediation                       | Building social skills could be of benefit            | Needs to be addressed; should NOT be ignored | CANNOT be resolved through mediation                                  |

*(Continued on back)*

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

Have you reported this to anyone else: \_\_\_\_\_ Yes    \_\_\_\_\_ No    If so, who? \_\_\_\_\_  
\_\_\_\_\_

\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

**STUDENT DIRECTORY INFORMATION**

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

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NON-DISCRIMINATION AND STUDENT RIGHTS**  
**SEARCHES BY SCHOOL PERSONNEL: STUDENT LOCKERS**

Acknowledgement concerning use of student lockers

I acknowledge and understand that:

1. Student lockers are the property of the School District.
2. Student lockers remain at all times under the control of the School District.
3. I am expected to assume full responsibility for my school locker and its contents.
4. The School District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

# **Mound City R-2 Schools**

## **Computer Network User's Agreement**

(Revised July 2014)

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

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

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

### **Terms of Agreement**

1. The use of the network is a PRIVILEGE which may be revoked by the administrators of the network at any time for abusive conduct. Such conduct would include, but is not limited to the following:

- Altering of system software
- Gaining information about explosives and other devices to harm individuals
- Accessing and/or placing unlawful or inappropriate information on the computer system
- Accessing and/or placing obscene, pornographic, abusive or otherwise objectionable language or images on the computer system
- Knowingly damaging a computer system, either the software or hardware, could include a financial responsibility to repair the damage
- Downloading files, music, games, or programs (CD music may be listened to using personal headphones at the discretion of the instructor)

2. The use of the school's network and computer resources must be in support of education and/or research and be consistent with the educational objectives of the Mound City R-2 School District. Social sites such as Bebo, FaceBook, MySpace, Xanga, Twitter and others do not fall into the category of educational sites because of the social nature, questionable content, and questionable users that have access to the people registered on those sites. These sites will not be allowed to be accessed on school property during school hours.



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

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

**VERIFYING THE ACCURACY OF ANY DATA ACCESSED FROM THE INTERNET FOR RESEARCH PURPOSES, BUT PLAGIARISM IS NOT ALLOWED, AS THIS IS CONSIDERED STEALING.**

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

## Parental Consent

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

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

## Student Contract

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

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

# **Mound City R-2 School District**

## **Chromebook Handbook**

The policies, procedures, and information within this handbook apply to all chromebooks used at Mound City R-2 School District.

### **Program Description**

Mound City Elementary, Middle School and High School participates in a 1:1 initiative. This initiative provides access to online resources for learning by providing a chromebook to every student in grades 1-12. This ensures that students can access needed information and materials for classroom instruction.

### **Technology Use**

All students in grades 1-12 will be issued a school-owned chromebook. All parents/guardians and students will be required to read and abide by the rules and regulations set forth in this handbook as well as the computer user agreement policies found in the student handbook.

Chromebooks are used only for educational use at school and at home. This document will provide information for students and parents/guardians about the general rules of using technology, ownership of the devices, rights and responsibilities for possession of the device, as well as use and care of the devices.

This is a reminder that the use of any technology devices provided by the school is a privilege. Everything done on a school owned device and the school network will be monitored by school authorities. Inappropriate use of school technology will result in disciplinary action such as limited or banned access to computer use and/or legal action as stated in the Mound City R-2 School Handbook.

### **Ownership of the Chromebook**

Mound City R-2 School District holds the right of possession of all Chromebooks. The district provides Chromebooks to students for educational purposes only for the academic year. The administration and faculty has the right to collect and/or inspect the Chromebooks at any time, including electronic remote access and to alter, add, or delete installed software or hardware.

### **Procedures**

Chromebooks will be checked out to students during the first week of school. The Chromebook serial number will be tracked.

The student is responsible for all equipment checked out in his/her name. Therefore students are not to exchange Chromebooks at any time. At the conclusion of the school year, students will be required to check in their Chromebook. Chromebooks will be inspected by the technology director. Students are expected to check in the same serial numbered Chromebook as originally checked out unless a replacement Chromebook has been issued by the technology director.

At any time the chromebook is damaged, students must immediately tell a faculty member or the technology director.

Students will also be responsible for a Chromebook case that will be issued to them at the time of receiving a Chromebook.

### **Transferring/Withdrawing Students**

Students who transfer out of or withdraw from Mound City R-2 School District must turn in their Chromebook and case to the principal's office on their last day of attendance. Failure to do so will result in the student and/or parent/guardian being charged the full replacement cost.

### **Estimated Costs (Subject to Change)**

The following are estimated costs of Chromebook parts and replacements:

- Replacement - up to \$300.00
- Screen Replacement - up to \$80.00
- Keyboard/Touchpad - up to \$60.00
- Power cord - up to \$40.00

### **Rights and Responsibilities**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Students' use of the school network and its Internet again is a privilege. A user who violates this policy may have his or her access to the network and Internet terminated. A user violates the policy by their actions, and/or if he or she permits another to use his or her account or password to access the Chromebook network and Internet, including any user whose access has been denied or terminated. The district may take other disciplinary actions in such circumstances.

It is the students responsibility to keep their password confidential. If the student gives their password to another student, they will be responsible to face the consequences if the other student's actions violate the computer policies.

### **General Use and Care of the Chromebooks**

- Students are responsible to treat their Chromebooks with care and respect.
- The Chromebook should be kept clean and free of marks at all times.
- No stickers, writing, drawing, engraving, decorations or otherwise defacing the Chromebook, power cords will result in the loss of privileges.
- Students should protect the Chromebook from extreme heat or cold.
- No food or drinks are allowed near the Chromebook.
- Heavy objects should never be placed or stacked on top of the Chromebooks such as any form of book, sports equipment, musical instruments.
- Chromebooks should never be left unsupervised. Students are responsible if the device is lost or stolen. Unsupervised areas include the school grounds, the cafeteria, vehicles,

bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, please take the device to the principal's office.

- Always carry Chromebooks with care and with the screen closed.
- Chromebooks must be in a protective case when being transported outside of the classroom.
- Never lift Chromebooks by the screen.

### **Use of Chromebooks at School**

- Students are expected to charge their Chromebooks at the end of the school day.
- Students should never swap or share their Chromebook with other students. Students are responsible for any loss or damage that occurs to the Chromebook due to swapping devices.
- If a student repeatedly leaves his/her device in a classroom other than their homeroom overnight, other disciplinary actions may be taken.

### **Negligence is defined as:**

- Intentional damage
- Leaving Chromebook unattended
- Leaving a Chromebook unsecured
- Exposing a Chromebook to unacceptable conditions such as exposure to any liquid or moisture of any kind.
- Exposing a Chromebook to unacceptable conditions such as rain while crossing the street to go to the AG/FACS building.

### **Consequences for Violations of the Chromebook Policy, Internet Use and Computer Use Policy**

As a result of a violation of the Chromebook Policy, one or more of the following disciplinary actions may be taken at the administration's discretion:

- Removal of the Chromebook
- Restitution
- Parent Contact
- Loss of Chromebook rights
- Restriction of Internet Privileges
- Removal of Unauthorized files and folders
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Level One Offenses: Are less serious and begin with a student and/or parent/guardian conference. Examples of Level One Offenses:

- Sharing passwords
- Plagiarism
- Bypassing Security controls
- Defacing Computers
- Clearing web browser history

- Creating, accessing, downloading or distributing non-educational materials (games, music)
- Accessing chat rooms, bulletin boards, or blogs without permission from a teacher/administrator
- Failure to follow teacher directives
- Not following online etiquette

Level Two Offenses: Are more serious and begin with a required conference, the restriction of the Internet and/or Chromebook policies. Examples of Level Two Offenses:

- Downloading, posting, or distributing materials that are harmful or prejudicial to others, pornographic, obscene, or sexually explicit, or profane, illegal, reference to weapons, alcohol, drugs, guns, gangs, constitutes gambling and are restricted.
- Engaging in online activity that threatens intimates, bullies, harasses, discriminates, or defames
- Intentionally destroying hardware or software
- Engaging in theft
- Engaging in any illegal activity
- Harming or destroying another user's data
- Creating or sharing a computer virus
- Disrupting the network

## **RETURN TO THE MIDDLE SCHOOL OFFICE**

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

As the Parent/guardian of a student at Mound City Middle School, I have read the following policies and information contained in the **2023-24 Handbook**.

### Parent Verification of Student Handbook Receipt

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

- ☐ Student Directory Information (Form A)
- ☐ Student Locker Agreement (Form B)
- ☐ Computer Network Agreement (Form C)