

# Mound City Elementary School



## Student Handbook 2018-2019



**Ms. Dee Flint, Principal**  
Approved by the BOE – June 2018

**MOUND CITY ELEMENTARY**

**MOUND CITY R-2 SCHOOL DISTRICT**

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

**Ken Eaton  
Superintendent  
ken.eaton@mndcty.k12.mo.us**

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

**IMPORTANT INFORMATION CHANGES**

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

## Mission & Vision Statement Revised April 2015

The **MISSION** for Mound City Elementary is simple:

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

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

### **GRADES PK – 1<sup>st</sup> Grade Vision:**

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

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

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

**A caring environment** that is friendly, loving, and nurturing.

**Hope** for the future!

**GRADES 2-4<sup>th</sup> Grade Vision:**

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

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### ELEMENTARY SCHOOL STAFF

**Preschool**

Ann Walker, Lead Teacher  
Nancy Nauman, Paraprofessional

**Kindergarten**

Kara Yocum

**Grade 1**

Lauren Rosier

**Grade 2**

Krista Burge

**Grade 3**

Alex Drewes

**Grade 4**

Lori Butrick

**Library**

Shelley Eaton, Librarian  
Sarah Montgomery, Paraprofessional

**Elementary Counselor**

Beth Graves

**Art**

Annie Schmerber

**School Nurse**

Angela Brook

**Physical Education**

Derek Petty

**Title Reading**

Sarah Osburn

**Music**

Becky Reinig

**Special Education**

Kerri Boyd

**ECSE/Special Education**

Lisa Caton

**Paraprofessionals**

Jill Asher  
Melanie Ashford  
Becky Reinig (Part Time)

**Speech Implementer**

Kayla Schoonover

**P.A.T.**

Jaclyn Hale

**Elementary Secretary**

Janet Atkins

**Elementary Principal**

Dee Flint

**Food Service Staff**

Amy Kelly, Manager

Amy Baker

**Custodial Staff**

Paul Panning, Maintenance Director

Nanette Panning

Kyle Staples

Luke Aston

**MOUND CITY R-2 SCHOOL DISTRICT  
2016-17 CALENDAR**

August 14 <sup>th</sup> & 15 <sup>th</sup>	Teacher's In-service Day
August 16 <sup>th</sup>	Students' First Day out @ 12:30
September 4 <sup>th</sup>	No School Labor Day
September 18 <sup>th</sup>	No School – In-Service
October 2 <sup>nd</sup>	No School – In-Service
October 13 <sup>th</sup>	First Quarter Ends
October 19 <sup>th</sup>	Out @ 12:30 Parent/Teacher Conferences
October 20 <sup>th</sup>	No School
November 6 <sup>th</sup>	No School – In-Service
November 22-24	No School Thanksgiving Break
December 15 <sup>th</sup>	First Semester Ends (Out @ 12:30)
December 18 to January 2	No School Christmas Break
January 2 <sup>nd</sup>	No School Teacher In-service
January 3 <sup>rd</sup>	Third Quarter Begins
January 15 <sup>th</sup>	No School – Martin Luther King Jr. Day
January 29 <sup>th</sup>	No School – In-Service
February 12 <sup>th</sup>	No School President's Day
February 26 <sup>th</sup>	No School- In-Service
March 8 <sup>th</sup>	March Madness: Dismiss at 12:30
March 9 <sup>th</sup>	No School March Madness
March 12 <sup>th</sup>	Third Quarter Ends
March 13 <sup>th</sup>	Fourth Quarter Begins
March 29 <sup>th</sup>	Easter Break – Dismiss at 12:30
March 30 <sup>th</sup> - April 2 <sup>nd</sup>	Easter Break – No School
April 30 <sup>th</sup>	No School Teacher In-Service
May 18 <sup>th</sup>	Fourth Quarter Ends
May 18 <sup>th</sup>	Last Day of School out @ noon

**\*Possible Make Up Days –1/15, 2/12, 3/9, 4/2, 5/21, 5/22, 5/23, 5/24, 5/25.**

Total Student Days 170

Total Hours

1135.92

**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**

**Mr. Ken Eaton, Superintendent  
Mrs. Dee Flint, Principal**

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

**Arrival Times:**

Regular arrival: 8:00 a.m. - 8:15 a.m.

Bus arrival: 7:50 a.m.

Walkers Eating Breakfast: 7:50 a.m.

**\*Students arriving prior to 7:50 a.m. WILL NOT be supervised .**

**Breakfast Served:** 7:50 a.m. - 8:15 a.m.

**Beginning Bell:** 8:15 a.m.

**Dismissal:** 3:30 p.m. All students waiting for rides are to be picked up by 3:40.

**VISITORS ARE ALWAYS WELCOME**

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

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

**PAYMENT OF BREAKFAST/LUNCH:**

Weekly, 10-day or 20-day tickets may be purchased.

Breakfast: \$1.50 daily - Reduced: 25 cents daily

Lunch: \$2.35 daily - Reduced: 40 cents daily

(PRICES ARE SUBJECT TO CHANGE)

Ala Carte Offered Daily

**CHARGES WILL BE ALLOWED TO ACCUMULATE TO ONLY 3 DAYS.**



APPLICATIONS FOR FREE/REDUCED LUNCHES ARE AVAILABLE. Re-application must be made every year.

**STUDENTS SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 7:50 A.M.**

**ATTENDANCE**

Reference: Policy 2310 and Regulation 2310

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

**ATTENDANCE & TARDINESS**

Reference: Policy 2310 and Regulation 2310

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

**Attendance Policy**

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

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

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

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

### **Tardy Policy**

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

### **BULLYING**

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

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

- Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

## **BUS INFORMATION**

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

## **BUS RULES AND REGULATIONS**

- To insure safety, the driver must be totally in charge. Passengers must respond promptly to instructions given.
- The use of tobacco, food or drink on the bus is prohibited. Animals and oversize objects, as well as glass containers are not permitted.
- Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.
- Keep aisles and stepwell clear at all times
- Never extend any portion of your body out bus windows.
- Do not attempt to get off or move about while the bus is in motion. Always remain seated until it stops.

- If you cause damage to the bus, you or your parents must pay for that damage.
- Regular schedules must be observed. The bus cannot wait for tardy passengers. Pupils must be on time.
- Wait at the proper stop. Never stand in the roadway.
- If you cross the street or road to board, wait for the driver's signal. Cross well in front of the bus.
- Observe driver's instructions when you unload. If you cross the street or road, wait for signal from driver and cross well in front of the bus.
- Drivers will not unload passengers at places other than the regular
- stops near their home or at school without proper authorization from the parent or school officials.
- Failure to follow these regulations may result in suspension from transportation.

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

#### **BUS DISCIPLINARY GUIDELINES:**

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

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

#### **CAFETERIA RULES**

1. Breakfast eaters are to join their class in their designated areas when finished eating.
2. Students are responsible for keeping their lunch account numbers private.
3. Lunchroom voices should be in a low, talking tone and volume.
4. Students should display appropriate manners to maintain a healthy, safe and pleasant atmosphere for all.
3. Students sit with their classmates, or as designated by their teacher or supervisor.
4. Cold lunch students are not to carry glass containers, other than a thermos-type bottle. For safety reasons, it is requested that students not bring soda pop in bottles or cans.
5. Students bringing cold lunches containing food with peanut butter or food processed in factories that process nuts will be asked to use a sanitizing wet wipe before exiting the cafeteria.

6. Students with food allergies will sit at a designated table.
7. Remain seated until dismissed by teacher or supervisor.
8. Students should only eat items on their plates or what they have brought from home. Students should not TRADE any food items due to food allergies that exist in school.
9. Students will not be dismissed to go back to their rooms for money.

## **CANCELLATIONS**

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

## **CELL PHONES & ELECTRONIC DEVICES**

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

## **CONFERENCES**

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

## **COMMUNICATION**

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

## **COMPUTER/iPAD/CHROME BOOKS USAGE**

All students of Mound City R-II are required to have their parent/guardian read and sign a user agreement before they are permitted to log on the computer network. Students and parents must agree to accept the liability of any intentional or careless damage of hardware/software or unacceptable accessing of unauthorized materials on the Internet before the students may use the network system. This is to protect the students and school from unlawful usage, which might result in the loss of our online Internet service through MORENET, and to protect the system from deliberate sabotage. A complete copy of Mound City R-II Internet Acceptable Use Policy is available in the administration offices for review.

In addition, all students have a district email address that will be used in classrooms. Students will be accessing multiple websites and applications that are approved by administration and used to further their learning.

### **COMPUTER/iPAD/CHROME BOOKS USAGE RULES**

1. Students must have an Internet Permission slip on file with the office.
2. Students will sign in using their district login information.
3. Students will only be allowed to use the Internet for district and/or teacher approved websites and resources to teach, enhance, and reinforce learning concepts in the classroom. Random Internet usage and “surfing” will not be allowed in Elementary.
4. Students will use earphones to listen to videos or participate in websites requiring sound.
5. Students will use the computers/Chrome Books/iPads or any other electronic device with proper care. Students will walk with devices in both hands, and take great care to be gentle with the electronic devices. Students will not run, skip, jump, drop or toss equipment.
6. Should students harm or lose any electronic devices, either intentionally or through carelessness, it will be repaired or fixed at the cost to the student.
7. Computers/iPads/Chrome Books will remain in the classrooms and stored in the designated classroom location at the end of each day.

### **DAILY SCHEDULE - District**

8:15 - 9:00 -	First Period
9:03 - 9:48 -	Second Period
9:51 - 10:38 -	Third Period
10:41 - 11:24 -	Fourth Period
11:27 – 12:42	Fifth Period and Lunch
12:45 – 1:30	Sixth Period
1:33 – 2:18	Seventh Period
2:21 – 3:06	Eighth Period
3:06 – 3:31	Seminar

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

Beginning August of 2010, the Mound City R-2 School District will implement the Missouri Schoolwide Positive Behavior Support (PBS) model to establish a schoolwide discipline plan to enable the goals of the district to be achieved, especially the goals of student achievement.

The PBS process is designed to educate all children on appropriate social skills and to prevent inappropriate behavior by teaching and expecting all students to be safe, respectful, and responsible learners. This defining, teaching, and supporting of appropriate student behavior creates a positive school environment for all.

We believe in this process and its benefit for children and encourage parents to be a part of Positive Behavior Support (PBS) at Mound City. **A separate parent handbook will be provided to parents upon new enrollment to school to further outline and define the parts of the PBS process.**

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

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

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

**Minor Misbehavior:** Students exhibiting minor misbehaviors will be redirected to demonstrate and practice appropriate behaviors. **Upon the student exhibiting three minor behaviors within in a day, the student will be sent to the principle, and this will be considered a major discipline referral.**

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

### **STUDENT DISCIPLINE (COPY FROM BOE POLICY)**

Policy 2600

The District has the authority to control student conduct, which is prejudicial to good order and discipline in the school as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities that affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events), the reassignment of the student to another school, removal for up to ten (10) school days by school principals, extension of suspensions for a total of one hundred eighty (180) days by the Superintendent, and longer term suspension and expulsion from school by the Board of Education.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities and with the requirements of student confidentiality.

### **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.

1. 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—Physical touching of another student in the area of the breasts, buttocks, or genitals.

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. Sexual Harassment—Use of sexually intimidating 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. \*

10. 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.

1. 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.
12. 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. \*
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.

19. 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.

20. Use of Obscene or Vulgar Language—Language that depicts venous sexual acts, human waste, or blasphemous language.

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.

21. 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.

22. Disruptive Speech or Conduct—Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.  
Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

23. 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.

24. 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.

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

## **DUE PROCESS FOR STUDENTS**

1. All students have the right to be informed of rules and regulations.
2. All students have the right to be informed of charges if they violate the rules and regulations.
3. All students have the right to a fair hearing

4. All students have a right to appeal; the process in order: Teacher, Principal, Superintendent, and Board of Education.
5. All students have a right to receive a copy of rulings of all appeals.

### **STUDENT PARTICIPATION in SECRET ORGANIZATIONS AND GANGS**

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of school District policies.
  - d. Inciting other students to act with physical violence upon any other person.

### **CORPORAL PUNISHMENT: PROHIBITED**

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

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

### **SEARCHES BY SCHOOL PERSONNEL**

Policy 2150

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

addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

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

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

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

### **DISMISSAL OF PRESCHOOL STUDENTS : PK PARENTSPICK-UP ROUTINES**

1. Please come to the preschool room to **sign-out** and **pick up** your preschooler. Sign-out may begin at 3:15.
2. Please keep **parking in CIRCLE DRIVE brief** – only while you are picking up your preschooler.
3. If you need to pick up another child in grades K-4, please move out of the CIRCLE DRIVE and **follow procedures for K-4 parents for 3:30 dismissal.**

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

1. Please meet your child outside on the WEST side of the building at 3:30. (Students will exit from FRONT doors of building on WEST side.) Parents are encouraged to remain in their vehicles and staff personnel will send children to appropriate vehicles.
2. Please keep CIRCLE DRIVE OPEN for preschool parents (preschoolers not riding the bus are REQUIRED to be picked up from the classroom).

3. In case of inclement weather, students/parents will wait INSIDE the FRONT door lobby at the bottom of the stairs.

## **ETHICS**

- School ethics are established in order to keep the school operating efficiently. Students should conduct themselves properly and be a loyal citizen of this school and community at all times.
- In activities, show good sportsmanship at all times; do not “BOO” officials or players; be a good loser and a gracious winner; be especially courteous to all visitors; observe proper conduct at all activities.
- Students are not to leave the classroom until dismissed by the teacher.
- Students are not to swear; tobacco (any form), alcohol, or drugs will not be tolerated on school property.
- We ask that students do not chew gum or eat candy or snacks during school time.
- All students should keep the building clean by throwing wastepaper, etc., into wastebaskets.
- Use gym shoes when playing on gym floors.
- In order to expedite the handling of our bus students, all bus students should board their bus immediately after dismissal from school.
- Students will be held responsible for damaging school property.
- Students are not expected to arrive at school before 8:00 a.m.
- Students should not be in the building before or after school unless under the supervision of a teacher.
- Do not leave the school building during hours at any time unless you have permission from the office.
- Mrs., Mr., Miss, Coach, is appropriate salutations when speaking to or about a teacher.
- All students representing the school in any event are bound to the regulations of the school. No student is to engage in any language or conduct that will discredit or bring dishonor to this school.

- Students will not be permitted to represent their school in any event if the student was not in school in the day of the event. Exceptions may be made if the absence was unavoidable, and prior permission was received.
- Students should be dressed and groomed neatly at all times while representing our school.

## **EMERGENCY WEATHER**

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

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

## **FIELD TRIPS**

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

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

## **HAZARD PLAN**

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

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

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

If medical personnel determine that students require emergency treatment, it will be provided. If protective immunizations are required, you will be informed before such treatment is begun and

you will have the option to determine if the immunizations are to be given. Health department personnel will be available to inform you of the benefits and dangers involved with immunizations.

## **PROMOTION and RETENTION**

Policy 2520 and Regulation 2520

The purpose of promotions and retentions 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 the student.
4. In recommending promotion or retention, these factors will be considered:
    - a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, and work samples.
    - b. Chronological age.
    - c. Study Habits.
    - d. Attendance.
    - e. Social and emotional maturity.
    - f. State-mandated retention requirements for primary/middle school students.
  5. The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

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

### **Third Grade Students**

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

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

### **Fourth Grade Students with Reading Improvement Plans**

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

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

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

### **Exceptions**

The following students are exempt from the reading assessments:

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

### **Appeal of Retention Decisions**

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

### **AFTER SCHOOL TUTORING PROGRAM**

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

The program will be on Monday through Thursday each week immediately following school (3:30 - 4:00 p.m.) Students will not be required to attend every session. They may attend on an "as needed" basis. Parent must arrange transportation from the After School Tutoring Program.

### **PANTHER DEN - INTERVENTION**

It is the belief of Mound City Elementary 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 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 typical classroom interventions have taken place, the classroom teacher will refer students to attend the Panther Den.
- One major skill will be identified for targeted intervention.
- Direct and explicit instruction, in a small group setting, will be given for 45 minutes in the Panther Den.
- Student will attend the Panther Den for a minimum of two weeks.
- A team will meet monthly to discuss progress of student toward the academic targeted skill. The Care Team will be composed of the classroom teacher, intervention teacher, principal, reading coach, reading teacher, and special education teacher.
- If the student is not progressing toward academic grade level expectation, the Care Team will devise a plan of intervention, which may include:
  1. Tier II & Tier III Reading Instruction.
  2. Tier II & Tier III Math Instruction
  3. Brainstorm new strategies to try and draw on additional resources as determined by the Care Team
  4. Communication with parents will continue to be made.

### **Homework Concerns**

- Students who have late homework during the day will be sent to the Panther Den as referred by teachers for 30 minutes to make up missed work or work on current homework.
- Staff will work with students long enough to know if they understand the concepts. Then students will complete their work.
- 2<sup>nd</sup> Day – If students attend the Panther Den two days, their parents will be contacted as a “warning” to let parents know their child has not completed their homework for two days. Upon the third time, the student will be required to attend the Panther Den AND stay after school until 4:00 p.m. (M – TH).

- 3<sup>rd</sup> Day – If a student does not complete homework for three days in a row, students will be required to come to the office, call home, and stay after school until 4:00 p.m.

### **Behavior Concerns**

- Clear classroom guidelines must be established and enforced at the beginning of the year.
- It is suggested to “add” a level within classroom expectations of behavior to include a “detention” time for 30 minutes at the end of the day.
- Severe concerns need to be sent either to the principal or referred to the counselor.

### **GRADING SYSTEM**

- Report Cards will usually be sent home approximately three days following each nine-week period. Parents are urged to look them over, sign, and return to classroom teachers. If there are any questions, please contact the principal and a discussion of the grade or grades will be scheduled.
- The grading scale follows: 100 - 96, A; 95-90, A-; 89 - 87, B+; 86 - 83, B; 82 - 80, B-; 79 - 77, C+; 76 - 73, C; 72 - 70, C-; 69 - 67, D+; 66 - 63, D; 62 - 60, D-; 59 - 0, F.
- Any student who misunderstands their grade or desires to talk over their grades is urged to make an appointment with the teacher or the principal
- A mid-term progress report will be sent home to parents in the middle of the grading period for those students below a “C”, or as needed.
- Parent/teacher conferences are held at the end of the first grading period for all students. A conference may be requested if there is a concern.
- Work assigned during suspensions must be completed, but credit shall be given.

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

### **GUIDANCE COUNSELING**

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

In addition to our school counselor, we will have access to School Social Work services. Our school has contracted with ACES (Area Cooperative for Educational Support) in order to address the emotional, behavioral, and / or mental health needs of our students. This service will supplement existing services in our counseling department and provide additional support and resources to school staff and families. The School Social Worker may work with any student in response to common daily occurrences or crisis situations that may arise. Social workers may

work individually or in groups. Permission is assumed unless otherwise stated by parents. Please contact your school administrator and / or counselor if you have any questions about this service.

## **HANDICAP PARKING**

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

## **HEALTH SERVICES**

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

## **HEALTH – ALLERGIES**

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

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

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

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

### **Additional Guidelines:**

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

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

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

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

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

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

## **HEALTH-STUDENT PHYSICAL EXAMINATION**

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

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

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

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

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

## **AT-RISK CURRICULUM**

Policy 6150

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

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

## **CHALLENGED MATERIALS**

Policy 6240 and Regulation 6241

The Board of Education has the ultimate responsibility for establishing the curriculum and for purchasing instructional and/or media materials to be used in the District. While the Board recognizes the right of students to free access to the many different types of books and instructional materials, the Board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and the established curriculum.

It is therefore the policy of the Board to require that books and other instructional materials shall be chosen for values of educational interest and the enlightenment of all students in the community. Instructional materials shall not be excluded on the basis of the writer's racial, nationalistic, political, or religious views. Every effort will be made to provide materials that present all points of view concerning international, national and local problems and issues of our times. Books, or other instructional or media materials of sound factual authority, shall not be prescribed, nor removed from library shelves or classrooms on the basis of partisan or doctrinal approval or disapproval. The Board will strive to provide stimulating, effective materials that will be appropriate to the community's values and the students' abilities and maturity levels.

Instructional or media materials used in the District's educational program consist of various types of print and non-print materials: texts, books, films (16mm and 8mm), filmstrips, tapes, video (VCR), records, study prints, pictures, transparencies and other printed or published items. Despite the care taken to select those materials deemed to be educationally useful, occasional objections to the selection of instructional materials may be made by the public. However, the principals of academic freedom and the freedom to read must be defended, rather than the materials.

If a challenge is made, it should be properly channeled through guidelines and procedures established by the Board of Education.

## **RELIGIOUS or CONTROVERSIAL ISSUES**

Policy 6242

Religious education is the responsibility of the home and church, and within the District's schools shall remain the free choice of the individual, true to the American heritage and Constitution. The espousal of any particular religious denomination or faith is strictly forbidden; however, teachers may teach about religion with information being presented at an appropriate maturity level for students.

No partisan political views may be espoused by any teacher or staff member, however, teachers may teach about political parties and politics as related to the governmental systems of the nation or world.

## **TALENTED AND GIFTED PROGRAM**

School districts in Missouri are expected to provide programs of instruction to meet the need of all students, including those who are academically advanced.

Mound City R-2 will access a variety of student abilities and design programs, which will challenge and develop these abilities. Identified gifted and talented students at all levels will be provided differentiated instruction suitable for their levels of intellectual, physical, and social maturity.

The Mound City R-2 School district’s aim of the Talented and Gifted Program is to enhance the learning of eligible participants. It is the belief of the district to achieve this goal without segregating targeted students from his/her peers by providing extending learning opportunities for all of the students in the regular classroom.

**Program Goals:**

1. To promote effective communications skills.
2. To promote superior achievement.
3. To pursue creative/alternative solutions to problems.
4. To prepare for lifestyles and careers.
5. To promote creative problem-solving techniques.
6. To promote self-directed study and time management.

**HELPFUL TELEPHONE NUMBERS**

- Albany Regional Center, St. Joe -----1-800-671-1042
- Attorney General Action -----1-800-392-8222
- Cancer Information Service -----1-800-4-CANCER
- Child Abuse and Neglect -----1-800-392-3738
- Drug Abuse Hotline ----- 1-800-662-HELP
- Family Guidance Center, St. Joe ----- 1-800-364-1502
- Food Stamps Information Hotline ----- 1-800-392-1261
- Grief Recovery Hotline ----- 1-800-445-4808
- Heartland Health Systems ----- 1-800-271-7111
- Holt County Health Department.....1-660-446-2909
- Internal Revenue Service ----- 1-800-829-4477
- Legal Services-Lawyer Referral ----- 1-800-392-8777
- Medicare Information ----- 1-800-392-3070
- Parental Stress Help Line ----- 1-800-367-2543
- Poison Control Center ----- 1-800-392-9111
- St. Francis Hospital, Maryville ----- 1-816-562-2600
- Student Financial Aid Information ----- 1-800-414-4710
- Social Security Information ----- 1-800-392-9000
- Suicide Prevention Hotline -----1-800-638-HELP

**LOCAL NUMBERS**

- Ambulance ----- 1-660-686-3535
- Community Hospital, Fairfax ----- 1-660-686-2211
- Bus Barn ----- 442-5111
- Fire ----- 9-1-1
- Holt County Sheriff -----1-660-446-3300
- Mound City Police ----- 442-3100



## **INSURANCE**

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

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

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

## **INVITATIONS**

Parties are nice, but if invitations are sent to the school to be handed out or delivered in class, every child or all members of the same sex in the class, should be included to avoid hurt feelings. Otherwise, they will not be handed out and delivery is to be done through other means outside of the school.

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

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

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

## **LIBRARY AND TEXT BOOKS**

Rules for taking care of school books:

- KEEP TRACK of them, in a place that is clean, dry and away from younger brothers and sisters.
- PROTECT them when the weather is wet or snowy.
- RETURN textbooks to school EVERY DAY, we don't have extras to lend.
- RETURN library books WHEN DUE.
- 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 entrusted for student use. Costs for repair and replacement will be charged when appropriate.

### **OVERDUE LIBRARY BOOKS:**

- Must be returned before further checkouts will be permitted.
- Must be paid for if not returned within 2 weeks from due date.

### **MEDICATIONS**

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

1. Written orders from a licensed health care 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 provider. (See #1.)
4. Unused medication cannot be sent home with students, parent/guardian must come to pick it up.

### **MORNING LINE UP PROCEDURE AND RECESS INFORMATION**

#### **MORNING PROCEDURE:**

Bus riders will arrive at school on the upper playground and enter school through the lower southeast doors. Students walking or receiving rides from parents may enter the building

through the lower playground doors or the main, west entrance. Walkers may enter the building at 7:50 to eat breakfast. Students will be brought into the gym at 7:50 during inclement weather. Otherwise, students in grades K-4 should line up on the upper playground. PK students should go directly to the preschool room upon arrival. When temperatures are below 32 degrees, teachers will use their discretion as where line up will occur.

**RECESS:**

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

**PRESCHOOL & COSTS**

Early literacy is a major key in providing early and lasting success for students. Preschool is not required by the State of Missouri, but the Mound City R-2 School District believes in providing early literacy opportunities for students by certified teachers in the area of early childhood education at a reasonable cost.

Information regarding reduced tuition rates is offered through the elementary free/reduced lunch program. Paper work will be sent home with each student. Please complete the necessary form and return it to the elementary school office immediately, if you wish to apply for reduced tuition for your child. In addition, childcare assistance is available through Family Support Division (FSD) in order to enable families to gain or keep employment. The assistance is based on income and the number of family members in the household. For more info, contact FSD at 660-442-3314.

**Full Time Total Hours 1205.83** Full Day Preschool 7:50-3:30

	Annual	Monthly (9)	Avg. Daily
<b>Regular</b>	\$2652.83	\$294.76	\$15.60
<b>Reduced</b>	\$1627.87	\$180.87	\$9.58
<b>Free</b>	\$602.92	\$66.99	\$3.55

Tuition payments are due on the **first** day of each month beginning September 1<sup>st</sup> and ending May 1<sup>st</sup>. If you have not paid by the fifth day, the tuition is considered delinquent and you will receive notification. We prefer payment be made on a monthly basis, please contact the office to request other arrangements.

**PHOTO & NAME RELEASE**

Students will be photographed throughout the school year in order to document school history, events, projects, and trips experienced by the classes. The photographs taken by the school may

be used for media purposes (PowerPoint presentations, web site pages, blog, monthly newsletters, or news articles for local news media). If students' pictures are used, their first names may be printed, but last names will be kept confidential. If pictures are used by the local news media, first and last names will be given. ***Parent permission is assumed regarding this action unless notification is given to the school district in writing.***

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

## **PUBLIC NOTICE**

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

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

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

The Mound City R-2 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Mound City R-2 School District, 708 Nebraska Street, Mound City, MO, Special Education Director's Office, on Monday – Fridays from 8:15a.m. to 3:31 p.m.

This notice will be provided in native languages as appropriate.

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

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

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

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

1. The right to inspect and review the student's education record within 45 days of the day the school received a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee,

such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

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

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

### **Public Notice: Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

\* *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, ministers;

7. Religious practices, affiliations, or beliefs of the student or parents, or
  8. Income, other than as required by law to determine program eligibility.
- \* *Receive notice and an opportunity opt a student out of --*
1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- \* *Inspect, upon request and before administration or use --*
1. Protected information surveys of students;
  2. Instruments used to collect personal information from students of any of the above marketing sales, or other distribution purposes; and
  3. Instructional material used a part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605

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

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

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

**Public Notice: Constitutionally Protected Prayer (NCLB 2001)**

As part of the implementation of the No Child Left Behind Act of 2001, guidance from the Secretary of Education clarifies the rights of students to pray in public schools. The First

Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals, such as students. Therefore, among other things, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other noninstructional time to the same extent that they may engage in nonreligious activities. If a school has a “minute of silence” or other quiet periods during the school day, students are free to pray silently, or not to pray, during these periods of time. Teachers and other school employees may neither encourage nor discourage students from praying during such time periods. Public schools should not be hostile to the religious rights of their students and their families.

At the same time, school officials may not compel student to participate in prayer or other religious activities. Nor may teachers, school administrators or other school employees, when acting in the official capacities as representative of the state, encourage or discourage prayer, or participation in such activities with students.

## **Public Complaints**

Policy 1480

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator, e.g., Assistant Superintendent or Director of Student Services, Assistant Superintendent or Director of Personnel, Assistant Superintendent or Director of Curriculum and Instruction.
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

## **COMPLAINT PROCEDURES – NO CHILD LEFT BEHIND ACT OF 2001 (NCLB)**

### **1. What is a complaint under NCLB?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

### **2. Who may file a complaint?**



Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

- a. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
- b. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- a. Record. A written record of the investigation will be kept.
- b. Notification of LEA. The LEA will be notified of the complaint within ten days of the complaint being filed.
- c. Report by LEA. Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- d. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
- e. Appeal. The complainant or the LEA may appeal the decision of the department to the US Department of Education.

**8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the US Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the US Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department of investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigations, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LA may appeal the decision of the Department to the US Department of Education.

**SAFE SCHOOLS POLICY**

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

**INSTRUCTIONAL SERVICES: STATEWIDE ASSESSMENTS Policy 6440**

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

**ELEMENTARY ASSESSMENT SCHEDULE**

<u>Assessment Instrument</u>	<u>Grade Level</u>
<b>State Assessments:</b>	
<small>*Administered in Spring of school year</small>	
ELA Missouri Assessment Program (MAP)	3, 4, 5, 6, 7, 8
MA Missouri Assessment Program (MAP)	3, 4, 5, 6, 7, 8

**District Assessments:**

<small>*District Created Assessments</small>	
Acuity Beginning of Year (BOY) &	K, 1, 2, 3, 4, 5, 6, 7, 8

## Quarterly Assessments – ELA & MA

Acuity Readiness Assessments 3,4,5,6,7,8  
(Three times a year from Sept – February)  
ELA & MA

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 K, 1, 2, 3, 4, 5, 6, 7, 8  
(Approximately every 1 ½ - 2 weeks –  
depending on topic length.)

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

## **SCHOOL LUNCH INFORMATION - updated May 2017**

- Each lunch shift will be 22 minutes in length.
  - K – Grade 4 lunch shift will be from 11:50 – 12:12
  - Students who bring their lunch from home will go to the lunchroom with their regular group.
  - Breakfast is also available to students between 7:50 and 8:15.
  - Breakfast: \$1.25 daily - reduced 25 cents daily.
  - Lunch: \$2.30 daily - reduced 40 cents daily.
  - Ala Carte available daily.
  - (Prices may be subject to change.)
1. Student Groups:
    - Elementary students will be allowed to charge a maximum of ten(\$10.00) dollars.
      - a) These meals will include only the menu items of the reimbursable meal.
      - b) 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.
  2. No charges will be allowed for ala carte foods and beverages.
  3. 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.
  4. 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.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
  6. 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.

APPLICATION FOR FREE/REDUCED LUNCHES IS AVAILABLE. Re-application must be made every year.

**SCHOOL TELEPHONE NUMBERS**

	Elementary	High School
ABLANY-----	726-3912	----- 726-3911
CRAIG-----	683-5431	----- 683-5431
DEKALB-----	688-7777	----- 685-3211
FAIRFAX-----	686-2421	----- 686-2851
JEFFERSON-----	944-2417	----- 944-2316
KING CITY -----	535-4712	----- 535-4319
MARYVILLE-----	562-3244	----- 562-3511
MID-BUCHANAN-----	238-3034	----- 238-0372
NODAWAY HOLT-----	935-2514	----- 939-2135
NORTH ANDREW-----	567-2528	----- 567-2525
NORTH NODAWAY -----	927-3322	----- 778-3315
NORTHEAST NODAWAY----	986-2125	----- 937-3125
OSBORN-----	675-2217	----- 675-2217
ROCK PORT-----	744-6294	----- 744-6296
SAVANNAH-----	324-3126	----- 324-3128
SOUTH HOLT -----	446-2356	----- 446-2288
SOUTH NODAWAY -----	652-3718	----- 652-3727
STANBERRY-----	783-2141	----- 783-2163
STEWARTSVILLE -----	669-3258	----- 669-3258
TARKIO -----	736-4177	----- 736-4118
UNION STAR-----	593-2294	----- 593-2294

WEST NODAWAY----- 725-4126 ----- 725-3317

WORTH COUNTY----- 564-3320 ----- 564-2218

## **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.

## **Title I Schoolwide Plan**

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

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

Regulation 1621

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

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

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

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

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

### **Participation of Private Nonprofit School Students**

### **NCLB, Section 1120**

Under Title I, local educational agencies (LEAs) are required to provide services for eligible private school students, as well as eligible public school students. In particular, section 1120 of Title I, Part A of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB), requires a participating LEA to provide eligible children attending private elementary and secondary schools, their teachers, and their families with Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. These services must be developed in consultation with officials of the private schools. The Title I services provided by the LEA for private school participants are designed to meet their educational needs and supplement the educational services provided by the private school.

### **PUBLIC NOTICE: TITLE I GRIEVANCE PROCEDURE**

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the School District in the administration of Title I shall file with the Superintendent of Schools a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation. The Superintendent of Schools shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the Superintendent’s response shall be provided each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board of Education shall permit the complainant to

address the Board in public or closed session, as appropriate and lawful, concerning his/her complainant and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within 15 working day following resolution of the complaint by the Board of Education with the state director of Title I. The state director of Title I will initiate an investigation, determine the facts relating to the complaint and issue notice of his findings to the Board of Education and the complainant. If the findings support the allegations of the complainant, the Board of Education will be requested to take corrective action. If the finds support actions taken by the Board of education, the Board's action will stand.

### **Parental Information and Resource Center (PIRC)**

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>



**GENERAL ADMINISTRATION:  
PARENT/FAMILY INVOLVEMENT IN EDUCATION**

**Policy 1405**

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

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

**SPORTING EVENT GUIDELINES AND EXPECTATIONS**

Elementary students are invited to attend junior high and senior high sporting events to cheer our players on to victory. School spirit is an asset and participation is encouraged.

**PLEASE READ THE GUIDELINES CAREFULLY**

1. Students attending the games are expected to be respectful of others, property, and watch the event.
2. Students will not be permitted to engage in activities not supervised by school personnel: no running, playing under the bleachers, no football games behind concession stands, etc.
3. Students will NOT receive "passes out" of the games. If a student leaves the game, they may not enter again without being charged admission again.

4. Admission prices: Adults \$4.00 Students \$3.00

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

### **TELEPHONE USE**

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

### **VISITORS**

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

### **VOLUNTEERS**

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

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

### **WEARING APPAREL**

All individuals are concerned with their personal appearance. Clothing, hair and cleanliness are important factors in personal appearance. Outlandish dress or personal appearance will not be tolerated. Clothing that makes reference to alcohol, drugs, swearing, minorities or ethnic groups will not be allowed. No bare midriffs or clothing that is disruptive will be allowed. Hats, bandanas, other than around the neck, and related items are not to be worn to the school building. Clothing deemed too tight, such as biker shorts, yoga pants, tight spandex shirts, shorts, and/or pants are not to be worn. If tight pants are worn, a shirt long enough to cover the buttock must be worn as well.

## **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.



# Mound City R-2 Schools Computer Network User's Agreement

(Revised July 2014)

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

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

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

## Terms of Agreement

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

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

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

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

**Form A**

## 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.

I also agree to pay the Tech Fee of \$10.00 (grades 3-12 only) which allows my student the use of the classroom printers for their assignment.

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

Date \_\_\_\_\_

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

**Tech Fee of \$10.00 should be sent back to Mound City R-2 attached to this agreement.**

## Student Contract

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

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

Date \_\_\_\_\_



## **RETURN TO THE ELEMENTARY/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 R-2 School, I have read the following policies and information contained in the **2018-2019 Handbook**.

- |   |  |
|---|--|
| <input type="checkbox"/> Attendance Policy  | <input type="checkbox"/> Safe Schools Policy           |
| <input type="checkbox"/> Bus Rules and Regulations  | <input type="checkbox"/> Harassment                    |
| <input type="checkbox"/> Care Team/Panther Den  | <input type="checkbox"/> Sporting Event Guidelines     |
| <input type="checkbox"/> Classroom Discipline   | <input type="checkbox"/> Student Behavior              |
| <input type="checkbox"/> Computer Usage   | <input type="checkbox"/> Student Discipline            |
| <input type="checkbox"/> Grading System   | <input type="checkbox"/> Photo & Name Release          |
| <input type="checkbox"/> Guidance Counseling Services   | <input type="checkbox"/> Visitors                      |
| <input type="checkbox"/> Meal Charges Policy  | <input type="checkbox"/> Wearing Apparel               |
| <input type="checkbox"/> Field Trip   | <input type="checkbox"/> Bullying Incident Report Form |
| <input type="checkbox"/> Public Notices (FAPE, EEO, FERPA, PPRA, Public Prayer, Complaints, NCLB Complaint Procedures, Title I) |  |
| <input type="checkbox"/> Statewide Assessments & Assessment Schedule  | <input type="checkbox"/> School Lunch Policy           |

Please sign on the line below and return this page to school with your student.

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Name of Parent/Guardian/Student Grade