

# Moberly Middle School

## Student/Parent Handbook

### 2010-2011

Respectful



Responsible

Safe

920 Kwix Road  
Moberly, Mo 65270  
660-269-2680  
[www.moberly.k12.mo.us](http://www.moberly.k12.mo.us)

**“Excellence In All We Do”**



# MOBERLY SCHOOL DISTRICT



## 2010-2011 Calendar

### - DATES TO REMEMBER -

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
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28	29	30				

DECEMBER						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
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		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
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MAY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- August 5, 6, 9: Registration at Gratz Brown Elementary 10 am - 6 pm
- August 16-17: New Teacher Work Days
- August 18-23: Teacher Work Days
- August 24: First Day of School - Full Day
- September 6: No School - Labor Day
- September 21: Mid-Quarter (Progress reports sent home Sept. 24)
- September 24: Early Dismissal for Homecoming
- October 11: Professional Development Day - Students not in session
- October 19: End of First Quarter
- October 28: Early Out - Parent/Teacher Conferences, 2 pm - 8 pm
- October 29: No School - Parent/Teacher Conferences, 8 am - 12 pm
- November 17: Mid-Quarter (Progress reports sent home Nov. 19)
- November 24-26: Thanksgiving Vacation
- December 21: End of First Semester (Grades sent home Jan. 7)
- December 21: Early Out
- Dec. 22-31: Christmas Vacation
- January 3: CLT to work on grades
- January 17: No School - Martin Luther King, Jr. Birthday
- February 4: Mid-Quarter (Progress reports sent home Feb. 11)
- February 21: No School - President's Day (Make up Day)
- March 10: End of Third Quarter
- March 17: Early Out - Parent/Teacher Conferences, 2 pm - 8 pm
- March 18-21: No School
- April 14: Mid-Quarter (Grades sent home April 21)
- April 22-25: No School - Spring Break (April 25 Make up Day)
- May 22: Commencement, 2:00 pm
- May 24: Early Out - Last Day of School - End of Fourth Quarter
- May 25: Extended Contract Day for Staff - Grades distributed by 6/01
- May 26: NCRS Commencement, 7:00 pm

### Inclement Weather Make-Up Days

- Day 1: Built In
- Day 2: Built In
- Day 3: May 25
- Day 4: April 25
- Day 5: May 26
- Day 6: Feb 21

### Late Start Mondays - Arrival Schedule

- Moberly High School - 8:25
- Moberly Middle School - 8:25
- North & South Park - 9:25
- Gratz Brown Elementary - 9:35

### Early-Out Dismissal Schedule

- Moberly High School - 12:00
- Moberly Middle School - 12:10
- North & South Park - 12:50
- Gratz Brown Elementary - 1:00

### - LEGEND -

- OO First & Last Day of School
- OO Late Start Mondays
- OO Teacher Contract Days
- End of Quarter
- No School/Vacation
- Early-Out Days

\*All Mondays that school is in session are late-start days

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**MOBERLY MIDDLE SCHOOL**  
**920 KWIX Road, Moberly, Missouri 65270**  
**660-269-2680**  
**Fax: 660-269-8519**

**KELLY BRISCOE**  
**PRINCIPAL**

**WESLEY LAND**  
**ASSISTANT PRINCIPAL**

**CATHY FUEMMELER**  
**GUIDANCE COUNSELOR**

## **Welcome To Moberly Middle School**

Moberly Middle School is a child-centered and standards-driven learning community. We offer a vast array of programs, policies, and practices that are tailored to maximize the learning potential of every student. The Moberly Middle School is united in developing the whole student. All students will be challenged to develop their unique talents in a nurturing atmosphere of high expectations and personal support.

In a safe, well-disciplined and motivating environment, every student will be given unlimited opportunities to participate, learn, and succeed. Developmentally appropriate curricula will ensure that every student acquires the knowledge, skills, self-confidence, and character necessary for productive citizenship in an ever-changing and complex society.

As independent, life-long learners, all Moberly Middle School students will be able to think critically, solve problems, communicate effectively, cooperate with others, make wise decisions, and experience personal fulfillment. To that end, we must forge a strong partnership between the home, school, and community to ensure the intellectual, emotional, social, and physical development of every student.

Kelly Briscoe  
Moberly Middle School Principal

Wesley Land  
Moberly Middle School Assistant Principal



# Moberly School District

# *Mission Statement*

ADOPTED FEBRUARY 18, 2010

## Vision:

*Create a safe environment that fosters mutual respect & responsibility.*

*Inspire and value life-long learners.*

*The Spartan way is excellence for ALL*

### **I. Students**

In the Moberly Public School district, all students have a sense of community and accept responsibility for their behaviors and learning. In our district:

- A. A safe, secure school environment is created through mutual respect and responsibility.
- B. Students are provided with differentiated instructional methods.
- C. Positive relationships are fostered and valued.

### **II. Staff**

An exemplary school district knows that it can only be as effective as the personnel it employs. Therefore, the Moberly School District is committed to recruiting, supporting, and retaining educators who can advance the district's vision. All members will:

- A. Have high expectations for achievement of all students while working to meet the individual needs.
- B. Strive to grow professionally and work collaboratively to make decisions in the best interest of students.
- C. Build and nurture positive attitudes that celebrate achievements and accomplishments.

### **III. Leadership**

Successful school districts require strong leadership. The Moberly School District's leaders will:

- A. Develop an atmosphere for all staff, students, and community of trust, support, and openness as well as the freedom for all to grow.
- B. Establish credibility by modeling behavior consistent with the vision and values of their school.
- C. Develop an atmosphere for staff, students, and community of trust, support and openness as well as the freedom for all to grow.

### **IV. Curriculum & Instruction**

An exemplary school provides students with a diverse and balanced curriculum in a global society. The Moberly School District curriculum and instruction will:

- A. Use concise, proven curriculum.
- B. Ensure a continuous review and implementation of best instructional practices in our schools.

### **V. School Climate**

Moberly School District will create a school climate that provides an opportunity for all students to be successful by:

- A. Provide and maintain a safe, respectful, and responsible school environment. Recognize and celebrate individual efforts and achievements.
- B. Continue to provide an environment to meet the social, emotional, physical and intellectual needs of all students.
- C. Create a climate focused on student success measured by performance and facilitated by effective instruction.
- D. Develop a school culture to facilitate and nurture staff collaboration and participate in decision-making.

### **VI. Parent/Community Involvement**

The successes and achievements of students are directly linked to parent/guardian and community involvement. Moberly Public Schools will increase involvement between educators, parents/guardians, students and community members in the following ways.

- A. Build a partnership between our board, parents/guardians, students, staff, and community. Open communication. Improve customer service. Emphasize the positive.
- B. Educate parents and community on technological resources to communicate to all.

# **A Professional Learning Community**

Shared mission, vision, and values

Collective Inquiry

Collaborative Teams

Action Orientation and Experimentation

Continuous Improvement

Results Orientation

## **Superintendents**

Mr. Mark Penny,  
Superintendent

Mrs. Gena McCluskey  
Assistant  
Curriculum/Instruction

Mr. Tim Roling  
Assistant  
Human Resources

Mrs. Kelley Speakar  
Director  
Student Services

## **Moberly Board of Education**

Mr. Ken Asbury

Mrs. Amy Hager

Mr. Les Keleher

Mr. Jeff Lawrence

Mr. Bobby Riley

Mrs. Lisa Vanderberg

Mr. Dan Wilcox

## **Middle School Philosophy**

Middle Schools center on the intellectual, social, emotional, moral, and physical developmental needs of young adolescents. Within a few years, young adolescents undergo rapid physical growth, changes in moral reasoning, the onset of abstract thinking, and introduction to a range of social pressures. Simultaneously, the lifelong developmental tasks of forming a personal identity or self-concept, acquiring social skills, gaining autonomy, and developing character and a set of values are begun. Middle level programs foster appropriate programs, policies, and practices that foster the development of these tasks in positive ways. --**National Middle School Association**

# Moberly Middle School Staff 2010-2011

**Principal:** Kelly Briscoe

**Assistant Principal:** Wesley Land

**Guidance Counselor:** Cathy Fuemmeler

**Front Office Staff:** Tracy Jones, Diane Richardson, Cathy Stuck

## Challengers-6th Grade

Lauren Byington – Comm. Arts

Jason Hannam – Math

Paula Burkhardt – Science

Kyle Schroer – Social Studies

## Senators-7th Grade

Jill Hill – Comm. Arts

Debi Carroll – Math

Jessica Freese – Science

Jennifer Vestal – Social Studies

## Patriots-6th Grade

Diane Poulin – Comm. Arts

Heather Kirkendoll – Math

Becky Winn – Science

Justin Harlan – Social Studies

## Eagles-8th Grade

Gretchen Carroll – Comm. Arts

Elaine Craft – Math

Diane David – Science

Tony Stoneking – Social Studies

## Liberty-7th Grade

Wendy Carter – Comm. Arts

Jennifer Sirois – Math

Randy Littrell – Science

Paul Shriver – Social Studies

## Trailblazers-8th Grade

Joan Snodgrass – Comm. Arts

Cord Hagedorn – Math

Peggy Paul – Science

Jennifer Schmidt – Social Studies

## Special Education

Marna Clark (Challengers)

Jennifer Huggins (Senators)

Derek Duree (Trailblazers)

Emily Skaggs (All Teams)

Ann Hunt (All Teams)

## Fine Arts

Jordan Perry – Band

Kevin Pierce – Band

Amanda Reed – Choir

## Other Area Specialists

Gary Duncan – Industrial Tech.

Linda Farris – FACS

Scott Knox – Boys PE

Leann Collier – Gifted

Alexis Holman – Art

Leann Koenig – Computers

Meredith Pettit – Health

Christine Westhues – Girls PE

Debbie Wiggs – Media Specialist

Jay Beets – Careers

## Aides

Betty Briscoe

Debbie Heimann

Vanessa Morris

Carey Pearson

Carrie Shackelford

Pam Tebow

# Supply Lists

## Sixth Grade

- Paper
- Pencils
- Colored Pencils
- Erasers
- 3 - Composition Notebooks
- 2 - Boxes of Kleenex
- 2 - Dry Erase Markers
- Red, Yellow, Green And Blue Folder
- Calculator
- 4 - 1" Binders

## Seventh Grade

- 1" 3-ring binder with dividers
- 1 - package of Graphing paper
- Calculator (not expensive)
- Notebook paper (2 per class)
- Colored Pencils
- Pencils
- Kleenex
- 4 - 2 pocket folders
- 2 Dry Erase Markers
- 3 - Composition Notebooks

## Eighth Grade

- Pencils
- Colored Pencils
- Loose leaf paper
- 1" binder
- Calculator
- 4 folders with brads
- Kleenex
- Markers
- Erasers

## Art

- 4 - Pencils
- 1 - Large Eraser
- 2 - Dry erase markers
- Kleenex
- 1 - Sketch pad



A trapper is fine if your child will be carrying it to each class. Trappers will not fit in lockers. A trapper will not replace binders that are requested by teachers, as the binders stay in the classroom.

**Individual classroom teachers may require additional supplies and additional supplies may be needed 2nd semester.**

# **Daily Procedures**

## **Moberly Middle School Hours**

School Hours: 7:35 a.m. - 2:45 p.m.

Office Hours: 7:00 a.m. - 3:30 p.m.

### **Arrivals**

Students may begin arriving at 7:05 a.m.. Upon arriving at school, students are to report to the gym or cafeteria. Students will be excused at 7:25 a.m. to go to their lockers and then report to their first (1st) hour class. Any student wishing to participate in the breakfast program will need to arrive to school before 7:20 a.m.. Students are to report to the gym when finished with breakfast.

### **Late Start**

On late start days, students who ride buses will arrive at 8:05AM, and classroom learning will begin at 8:35AM. Students who need supervision prior to these times may enter the building beginning at 7:05AM. Breakfast will be offered for students from 8:05-8:20 AM.

### **Dismissal from School**

MMS is dismissed at 2:45 p.m. daily. Students who ride the bus will be dismissed through the side doors. Parents picking up students are to enter the parking lot east of Central office, follow the parking lot around, and exit out the east entrance/exit. Students should be out of the building by 2:55 p.m. each day. Students who are under the supervision of a member of the faculty may remain in the building after hours. Any student who is in the building after 2:55 p.m., who is unsupervised, will be subject to disciplinary action.

### **Leaving School**

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the school office. Permission to leave the school grounds will only be granted upon the written or verbal request from the student's parent/guardian. Phone requests to allow the child to leave will only be accepted when school personnel can assure the identity of the caller. Additionally, students will only be dismissed to those individuals authorized/listed on the registration card unless a parent gives written consent or calls the office. This is to ensure the safety of our students.

### **Early Dismissal**

The district calendar indicates days of early dismissals and late starts due to various events (see inside front of handbook). On early dismissal days, school will be dismissed at 12:10 p.m.. Lunch will be served before students leave school. Please arrange for after school care for both scheduled and unscheduled early dismissals resulting from inclement weather.

### **School Event Pick-Up Policy**

For all athletic events, practices, or club meetings held after school, students are to make arrangements to be picked up as soon as possible at the conclusion of a school activity. Approximate ending times are announced so students can inform parents/guardians when to pick them up. Teachers assigned to supervise activities appreciate student cooperation. The names of students who have not been picked up fifteen (15) minutes after an event will be given to the administration, and those students will be subject to loss of attendance privileges to extracurricular activities. Anyone leaving the area or building prior to the end of the event will not be allowed to return to the event. After leaving, the student must immediately leave the school premises unless waiting in a designated area for transportation.

### **Food Service Program**

A breakfast and hot lunch program is provided in all buildings for students in the Moberly Public School District. We encourage all parents/guardians to find out through an application at registration if their child qualifies for free or reduced-price food service.

Eligible students, as determined by appropriate school officials based on guidelines established under the national school lunch program, will be provided nutritionally acceptable meals at no cost or at a reduced cost, if they are unable to pay the regular price.

The criteria for determining a student's need and the procedures for securing "no-cost" and "reduced-cost" lunches for the student will be outlined and made known each year by the Board of Education. The criteria and procedure are established at the state/federal level.

Applications for "Free and Reduced-Price Meals" may be picked up in your child's school office.

Parents/Guardian may apply anytime throughout the school year for "Free and Reduced-Price Meals."

If required by law, the district will establish a school breakfast program and summer food service program for eligible students or will adopt a resolution requesting a waiver excusing the district from these requirements. Such writing shall be filed with the Missouri Department of Elementary and Secondary Education and shall be valid for a period of three (3) years.

The students who participate in "no-cost" or "reduced-cost" meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff members as needed to make the special arrangements for the students.

Students may pay on account, or they may pay daily. Free and reduced meals must be approved each year.

Students will be allowed to charge only their lunch. Students with charges of \$10.00 will not be allowed to charge their lunch and these students will be given a peanut butter or cheese sandwich.

All students have twenty (20) minutes to eat lunch. They will go to lunch at the same time as their sixth (6th) hour teacher.

In order to maintain a clean and pleasant dining area, please keep the following guidelines in mind:

1. Students may not cut into lines nor have friends save them a place in line or at a table. Once a student has left the line, he/she must go to the end of the line.
2. Faculty will be allowed to go to the front of the line when coming into the cafeteria. It is necessary for teachers to go to the front, as they have noontime duties they must complete.
3. Students are responsible for cleaning up after themselves and are expected to help govern the activities of others at their table. If trash is left on the table, the students will be responsible for cleaning it up.
4. Those that bring lunches to school will also eat in the cafeteria.
5. The price of the meal will be \$1.00 with or without milk.
6. No food is to be taken from the cafeteria. Students must remain seated until they are finished eating and dismissed.
7. Students may not leave the building at lunch time.
8. Students are not to be in any part of the building during their lunch period except the cafeteria, unless they first receive permission from a teacher.
9. Put all silverware in basket when finished eating.
10. Students are not to bring soda pop to school.
11. Do not have pizzas or other foods delivered to the office.
12. If parents are bringing in take-out for lunch, you must eat lunch with your child.

## **School Emergency Communication and Procedures**

It is very important for emergency and administrative reasons that every student maintains up-to-date records at the school office. Notify the school immediately if you have a change of address or any other important information such as phone number, emergency contact, marital status, etc. during the school year.

1. Parent(s)/Guardians(s) name;
2. Complete and up-to-date address;
3. Home phone and parents/guardians work phone;
4. Name, address, and phone number of a person to contact in case parent/guardian cannot be reached;
5. Physician's name and phone number;
6. Medical alert information. Please update this information as soon as changes occur to ensure the safety needs of your child will be met throughout the school year.

In case of emergency, school authorities will use their own judgment in seeking the best treatment. In this event, parents/guardians will be contacted at the earliest possible time. Parents/Guardians who do not want their child cared for in accordance with this statement should indicate this in writing to:

Superintendent of Schools  
926 KWIX Road Moberly, MO 65270

## Early School Dismissals and Cancellation

When it is necessary to close schools due to inclement weather or other emergencies, the local radio stations (KZZT, KOMU, KXEO/KWWR, KWIX-KRES) will be notified immediately following the decision. In times of bad weather, parents/guardians should listen to the radio in order to hear such announcements. DO NOT CALL THE SCHOOL as phone lines cannot handle the large influx of inquiries.

In the event of an early school closing, students will be sent home by their regular mode of transportation unless a signed statement is on file in the school office concerning alternate arrangements previously made by parent/guardian and child. Please make sure your child knows where he/she is to go in case of early dismissal.

Early dismissal times:

MHS .....	12:00 noon
Middle School .....	12:10 p.m.
K-2.....	12:50 p.m.
Gratz Brown (3-5) .....	1:00 p.m.

The Spartan Alert System is also utilized to inform parents of inclement weather closings and school events. You may sign-up at <http://www.moberly.k12.mo.us>.

## Emergency Drills

Safety is important to our school. Monthly fire drills will be conducted in addition to periodic earthquake, tornado, and intrusion drills.

## Schedules

### Daily Class Schedule

Buses will begin unloading at 7:05 a.m. Students should not arrive until after 7:05 a.m.

7:35 - 8:25	Period 1
8:29 - 9:19	Period 2
9:23 - 10:13	Period 3
10:17 - 11:07	Period 4
11:11 - 11:41	Period 5/Summit
11:45 - 12:57	Period 6
1:01 - 1:51	Period 7
1:55 - 2:45	Period 8

Students should use their passing time wisely. Students should not go to their lockers every class change. Students are expected to be in their seats and ready to begin class when the bell rings.

### Lunch Schedule

Shift	Time in Lunch	
1	11:45 - 12:08	Trailblazers
2	11:48 - 12:11	Eagles
3	12:08 - 12:31	Senators
4	12:11 - 12:34	Liberty
5	12:31 - 12:54	Challengers
6	12:34 - 12:57	Patriots

### Early Dismissal Schedule

7:35 - 8:08	Period 1
8:12 - 8:45	Period 2
8:49 - 9:22	Period 3
9:26 - 9:49	Period 4
9:53 - 10:26	Period 7
10:30 - 10:53	Period 8
10:57 - 12:10	Period 6

### Early Dismissal Lunch Schedule

Shift	Time in Lunch	
1	10:57 - 11:20	Trailblazers
2	11:00 - 11:23	Eagles
3	11:20 - 11:43	Senators
4	11:23 - 11:46	Liberty
5	11:43 - 12:06	Challengers
6	11:46 - 12:09	Patriots

### Late Start Schedule

8:35 - 9:21	Period 1
9:25 - 10:11	Period 2
10:15 - 11:01	Period 3
11:05 - 11:51	Period 4
11:55 - 1:06	Period 6
1:10 - 1:55	Period 7
1:59 - 2:45	Period 8

### Late Start Lunch Schedule

Shift	Time in Lunch	
1	11:55 - 12:17	Trailblazers
2	11:58 - 12:20	Eagles
3	12:17 - 12:39	Senators
4	12:20 - 12:42	Liberty
5	12:39 - 1:01	Challengers
6	12:42 - 1:04	Patriots

### Team Planning Times (Monday-Wednesday-Friday)

6 <sup>th</sup> Grade	Patriots	1 <sup>st</sup> hour
7 <sup>th</sup> Grade	Senators	2 <sup>nd</sup> hour
6 <sup>th</sup> Grade	Challengers	3 <sup>rd</sup> hour
7 <sup>th</sup> Grade	Liberty	4 <sup>th</sup> hour
8 <sup>th</sup> Grade	Eagles	7 <sup>th</sup> hour
8 <sup>th</sup> Grade	Trailblazers	8 <sup>th</sup> hour

## Attendance

Moberly Middle School, conforming to established attendance regulations as recommended by the State Department of Education, established a rigid attendance policy for the student body.

It is sincerely hoped by the administration and faculty that all parents/guardians will cooperate in making certain that their children will be present at all times when in good health. This, of course, is the only right way of assuring each child the full benefits of their education. We shall proceed on the theory that all parents/ guardians are desirous of their child receiving the most from their educational experience and are expecting the schools to make certain that their children are in attendance each day.

**Regular attendance is very important to all students** who wish to do their best work in school. Those students who do not attend regularly find it difficult to keep up with regular class assignments. Although students with excused absences are allowed to do make-up work, it is very difficult if not impossible, for students to make up material brought out in class discussions. This fact alone is enough to indicate the importance of regular attendance.

With this in mind, the following attendance regulations will prevail:

1. When students are absent from school, it is the responsibility of the parent/guardian to **notify the school by phone by 9:00 a.m. and follow up with a note the next day** they return. Parents/Guardians will be contacted at the designated home or work phone number by a MMS staff member or the automated dialing system each time a student is reported absent.
2. If there is no communication between school and parent/guardian the day of the absence, a note shall accompany the student the day he/she returns to school. Whether communication is made by telephone or note, reason for absence must be stated. Notes from doctors should be presented to the office when possible to provide proof of illness or injury. A student must obtain an admit slip from the office to be admitted back to class. A student is considered truant if no communication has been made with parent/guardian and a reason acceptable to the school has not been provided. The school reserves the right to verify the reasons for the absence.
3. Students will not be considered truant for illness, bereavement, doctor's appointment, certain emergencies, and family vacations. Family vacations are discouraged and students should obtain assignments in advance. Upon a student's return to school, all work is to be made up. Students are responsible for obtaining make-up assignments. If a student knows in advance that he/she will be absent, he/she is responsible for obtaining assignments in advance. Students will have one (1) day to make up missed assignments for each day absent, unless extenuating circumstances exist. Long range out of class assignments designated as such by the teacher will be due on the day the student returns to school.
4. Tests will be made up when the student returns to class if the test was announced before the absence. Other make-up tests will be arranged with the teacher.
5. Make-up work for extended illness will be arranged with each teacher. Teachers should be contacted in the event of extended illness or serious injury if a student is unable to do any academic work. Students who have missed five days in a row for medical reasons and are not sure of their return to school will apply for homebound instruction.
6. If a student has an extended medical problem that will cause ten (10) or more consecutive days of absence, the parents/guardians may notify the principal who will assist the student in obtaining homebound instruction. Upon approval of homebound instruction, the student will be counted present in school.
7. Tardies - A student will be considered tardy to school if he/she has not reported to his/her assigned classroom by 7:35 a.m. A student is considered tardy to class if he/she has not reported to their classroom when the tardy bell rings. Appropriate consequences under the discipline policy may be administered.

### **Exclusions and Exemptions from School Attendance**

Students may be exempted from school attendance under the following conditions:

1. Suspension for behavioral reasons. This suspension may be assigned by the principal for up to ten (10) days, Superintendent up to one hundred eighty (180) days, or the Board of Education may suspend permanently.
2. Handicapped students may be excluded according to policies outlined in the District Compliance Plan and in accordance with Board Policy JG-1.
3. Excused by court on a basis that daily equal instruction is provided similar to that of like children of the region.
4. Excused because physical or mental condition renders education or attendance inadvisable.
5. Illness may cause temporary exemption.

### **Discretionary Homebound Instruction**

If a student has an extended medical problem that will cause ten or more days of absence, the parents may notify the Principal, who will provide the parent/guardian with the application form for homebound instruction. Upon approval of homebound instruction, the student will be counted present in school. The decision to offer homebound instruction is a district decision based upon its sole judgment, discretion, and assessment of the application. There is no entitlement to homebound instruction, and the District may choose not to implement a program of homebound instruction or to discontinue the program at any time and for any reason.

## **MMS Attendance Procedures**

1. Upon four (4) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is developing. The District considers four (4) days of absence to be excessive unless unusual circumstances exist.
2. Upon six (6) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is continuing. The District considers six (6) days of absence to be excessive unless unusual circumstances exist.
3. Upon eight (8) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is evident and the referral process begins.
4. Referral process: May include one or more of the following items:
  - a. Referral to the appropriate supporting agency—Randolph County Juvenile Office
  - b. Parent /Guardian conference with Superintendent of Schools
  - c. Referral for possible retention
  - d. Referral for program modification
  - e. Legal action to enforce RSMO Section 167.031

Legal Note: Moberly Public Schools considers the building principal of each school as the attendance officer and legal agent of that school in charge of attendance.

## **Truancy**

Any unauthorized absence from school is to be considered truancy. Although this is commonly thought of as an absence of which the parent/guardian is unaware, certain absences of which the parent/guardian are aware will be treated in the manner of trancies. Any student who tells his parents/guardians that there will be no school, etc., on a particular day and stays home will be considered truant. In addition, any student leaving the school grounds before school starts, after being brought to the school grounds by bus or other transportation, will be considered truant whether or not they return to school before the tardy bell rings.

## **Homeschooling**

167.042. For the purpose of minimizing unnecessary investigations due to reports of truancy, each parent, guardian, or other person responsible for the child who causes his child to attend regularly a home school may provide to the recorder of deeds of the county where the child legally resides, or to the chief school officer of the public school district where the child legally resides, a signed, written declaration of enrollment stating their intent for the child to attend a home school within thirty days after the establishment of the home school and by September first annually thereafter. The name and age of each child attending the home school, the address and telephone number of the home school, the name of each person teaching in the home school, and the name, address and signature of each person making the declaration of enrollment shall be included in said notice. A declaration of enrollment to provide a home school shall not be cause to investigate violations of section 167.031. The recorder of deeds may charge a service cost of not more than one dollar for each notice filed.

## **Homeless**

The Federal No Child Left Behind Act of 2001 includes a provision to make sure that homelessness does not cause children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held. If, due to a lack of housing, you must live in a shelter, motel, vehicle, or campground; on the street; in an abandoned building, trailer, or other inadequate accommodations; or doubled-up with relatives or friends; then according to the McKinney-Vento Homeless Education Assistance Act, you are considered homeless. Homeless students have the right to enroll in school and are entitled to a free and appropriate public education. If you are homeless, please notify the building administration or contact Kelley Speakar, Director of Special Services and Homeless Coordinator, at (660) 269-2693.

## **Textbooks**

All textbooks regularly used in classwork are the property of the school district, and are furnished free of charge to the students. Students are expected to take care of their books and to return them in good condition. Any lost or damaged book must be accounted for or replaced according to existing school regulations.

# Homework Policy

Homework is important and is assigned with a definite purpose. The practice of homework teaches responsibility, self-reliance, self-direction, and fosters a sense of individual initiative. Coming to class with appropriate materials, books, pencils, paper, etc. is also essential to excellent classroom performance.

Homework is the student's responsibility, and we expect every student to complete all assignments. Not understanding an assignment is generally an unacceptable excuse for incomplete work. Students usually have time to begin assignments in class under the direction of the teacher and also may see teachers before and after school by appointment. Expectations are high for all students in regard to homework and arriving to class prepared.

## Grading

A grade report will be issued at the end of each quarter. First quarter reports will be available at Parent/Guardian and Teacher Conferences. Second quarter reports will be given to the student, unless otherwise requested. Third quarter reports will be available at student-led conferences. Fourth quarter reports will be mailed home.

Mid-quarter progress reports will be sent home with the students on the Friday following the end of mid-quarter. These reports allow students and their parents/guardians an opportunity to seek additional assistance, if needed. Conferences to keep the communication between parents/guardians and the team of teachers is both desired and encouraged. To schedule a conference, please call the Middle School (269-2680).

## Honor Roll

A list of the Moberly Middle School honor roll students will be published in the Moberly Monitor-Index following each quarter. A grade point average (GPA) of 3.84 is required to be listed on the "Principal's Honor Roll." The "Spartan Honor Roll" requires a GPA of 3.0. An "incomplete" grade will disqualify a student for the honor roll. Grades have the following point value:

A = 4.00	C = 2.00
A- = 3.84	C- = 1.67
B+ = 3.67	D+ = 1.34
B = 3.00	D = 1.00
B- = 2.67	D- = 0.66
C+ = 2.34	F = 0.00

## Extra Help

Students who wish to talk with a teacher about any problem may request a conference with the teacher before or after school or at any time convenient to both during the day.

A teacher may sometimes request that a student stay after school if it is apparent the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as an indication of the desire of a teacher to help the student progress at his/her own rate of learning.

## Promotion/Retention

At Moberly Middle School the teaching team of the student, the principals, and the counselor will determine promotion and retention of the student. When appropriate, a special education teacher will be included in this process.

By November 1 of each academic year, each teacher or team must develop a list of students about whom there are academic concerns. The teacher will submit the list to the building principal. A letter will be sent to the parents/guardians indicating these concerns. During the regularly scheduled parent/teacher conference, parents/guardians will be requested to attend a conference in this regard. The building counselor will receive notification, be asked to prepare documentation, and investigate ways to assist.

By January 20 of each academic year, each teacher will be asked to submit a list of students performing below expectations to the building principal and counselor. After review of the list by the principal and counselor, decisions will be made regarding possible referral or assistance from various other agencies.

Another letter will be sent to parents/guardians requesting that a conference be held.

By March 31 of each academic year, each teacher will be asked to submit a list of students who are at risk of failure to the building principal and counselor. A letter will be sent to the parent/guardian suggesting options that may result in promotion

or retention. One such option will be summer school. A parent/guardian conference will be mandatory at this time. A student receiving two (2) or more semester F's will be considered by their student support team for mandatory summer school or possible retention.

## **Appeal Process**

The final recommendation on student promotion/retention will be made by the Teacher Support Team to the school administration. Student promotion/retention appeals will be considered upon written request to the office of the superintendent by the student or the student's parents/guardians. All written appeal requests may be made to the office of the superintendent within ten (10) days of receipt of notification of promotion/retention from the Teacher Support Team.

## **Graduation Requirements**

Successfully complete a course of instruction of at least one (1) semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U. S. government and the electoral process.

## **Gifted Education**

The Moberly Public School District provides differentiated gifted education for identified students in grades K-8. The levels of gifted education in the Moberly Public School District include the following: Enriched Accelerated Guided Learning for Exceptional Students (**E.A.G.L.E.S**) is a K-6 program that is designed as a pull-out program and is housed at Gratz Brown Elementary (grades 3-5), North/South Park Elementary (grades K-2), and Moberly Middle School (grade 6). Units of study allow students to develop their research skills, reasoning abilities and creativity. Extra challenges from Enriched Education Daily (**E.X.C.E.E.D.**) is Moberly's gifted program for identified 7th and 8th graders. The focus is on critical thinking skills, research, independent learning strategies, affective education, computer use, and college/career awareness. The **EAGLES** and **EXCEED** handbooks describe each program and guidelines for testing students to enter the program. Copies of the handbook are available from the **EAGLES** and **EXCEED** teachers. The Moberly gifted programs are under the supervision of Kelly Speakar, Director of Special Services, 269-2693.

## **Special Educational Services**

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 Moberly 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 Moberly 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 Moberly School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, and 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 to be 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 Moberly School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during normal school hours at the local district's office.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Kelley Speakar, Director of Special Services, at: 1623 Gratz Brown, Moberly, Missouri, 65270-3813, (660)269-2693.

## **Student Files and Permanent Records**

The personal records of each student are kept on approved accumulative record forms. This record includes the student's courses and grades earned, standardized test scores, family records, health records, and a record of attendance. These records are kept on file as they will be referred to many times while you are in school and after you have left school. Many times the school is called upon to forward transcripts for students. The information for these transcripts comes from their permanent records. Every effort should be made to keep a good record. All student records are available for parents/guardians to review at any time.

## **Withdrawal or School Transfer**

A pupil withdrawing from school should bring to the office a written request from the parents/guardians, giving reason for the withdrawal, date of departure, and destination. The student will be given a checkout sheet to be signed by each of his/her teachers during the day. All items must be removed from the student's assigned locker prior to the close of the school day. The checklist slip should be brought back to the office where a transfer will be completed.

## **Counseling/Guidance Service**

Counseling and guidance services are available for all students. Students may request to see the counselor at an appropriate time. Parents/Guardians are encouraged to call or visit with the counselor. Please call for an appointment if concerns arise.

## **Other Important Information**

### **Visitors**

Because of a number of crowded classrooms and the importance we place on the educational process, we are unable to permit friends or relatives from other schools or areas to accompany you to your classes. Exceptions to this policy are, of course, parents/guardians who come to the school for legitimate business and for authorized visitation. All parents/guardians are required to report to the office upon entering the building. Unauthorized persons will be requested to leave the school property. Refusal to follow a request to leave will result in the unauthorized person being reported to the city police. Students who are on suspension are not considered properly enrolled and are subject to the same procedures as an unauthorized person or may be subject to an extension of the suspension.

### **Solicitation on School Grounds**

No person shall solicit, distribute, sell, or purchase any article or service to any pupil or employee while upon the property of the public schools. (An example of this is the selling and trading of candy, pencils, and other items at school). The only exception to this policy shall be those things which are considered a related function to school and the instructional program and approved by the building principal.

### **Telephone**

The communication system in the office at the Moberly Middle School is primarily used for school-related business. There is no telephone available in the office for students to make personal calls. In an emergency, a student may use the phone in the office with the permission of a teacher, office staff, or nurse.

### **Messages**

It is extremely difficult to deliver messages to students during the school day without interrupting the learning process of all students. Please attempt to make all transportation and personal arrangements prior to the starting of the school day. All attempts will be made to deliver necessary messages called in prior to 2:30 p.m.. Students will not be called out of class to accept a phone call. All emergencies will be handled directly by the building principal or counselor.

## **Office Visits**

A student will not be allowed to go to the office without an office pass.

## **Hall Lockers**

Each student will have his/her own locker. These are not to be considered the private property or possession of the student to whom they are assigned for use, any more than is a textbook, desk, or chair. Lockers are Moberly Public School property and are to be managed by the faculty and administration to best suit the needs of the school. Students may be reassigned to another locker as the occasion may require by the office. Lockers will be subject to periodic inspections. Students' lockers will have combination locks, and this sometimes presents a problem for persons who have never worked them. Every effort must be made to keep assigned combinations confidential, so that other students cannot get into someone else's locker. Here are some very basic suggestions which, if followed, should minimize these problems:

1. Money or other valuables are not safe and should not be kept in student lockers. Bring all valuables to the office to be put away for safekeeping.
2. Share your combination with no one, not even your best friend.
3. Never let anyone use your locker. You may not change lockers unless you have office approval.
4. Realize that other students can learn your combinations if you make no effort to protect the face of the lock when opening it.

Students are reminded that they have only a few minutes passing time between classes. This amount of time is sufficient provided they do not waste it by making frequent trips to their hall lockers.

## **Restroom Dismissal**

Students will not be excused from a classroom to use the restroom unless it is determined by the teacher to be an emergency. Students should use the restroom during passing time.

## **Misplaced or Stolen Items**

Although the school is not responsible for lost or stolen items of students, every effort will be made to recover these items. Students should take every precaution to avoid lost articles. Please leave all non-school related electronic devices at home. Do not bring large amounts of money to school, do not wear expensive watches or rings, and have obvious identification marks on personal items, including your gym shoes and notebooks. Please check the lost and found in the office periodically if you have lost an item. The office will not attempt to resolve disputes concerning traded or loaned clothing or goods.

## **Flower & Balloon Deliveries**

Flowers and balloons are discouraged from being sent to the school. It poses a problem if the student should happen to be absent, riding a bus home, etc. Please have these items sent to the student's home

## **Candy & Drinks**

To maintain a clean facility and promote an alcohol and drug-free school, students will not be allowed to bring candy or drinks to school. If a teacher gives students such items as part of their team activities, the gum, candy, or drinks must be used in the classroom and properly disposed of before leaving the room. This building rule will be enforced building-wide. (Teachers may choose not to allow gum in their classroom – including lunch.)

# **Library/Media Center Policies and Procedures**

## **Book/Material Check Out**

Since the Moberly Middle School Media Center is fully automated, students are asked to bring their student ID cards when checking out materials from the library. A replacement ID card can be purchased from the office should the student lose their ID card. Only books checked out can be taken from the library.

## **Reference Books**

Reference materials may be checked out for one (1) period. These materials may also be checked out overnight with permission from the Library Media Specialist. Reference materials checked out overnight must be returned by the end of 1st period the next school day.

## **Fiction Books**

Students may check out these books for a period of two weeks. Students can renew these books as needed unless there is a hold on a book. Students are allowed to have two of these books checked out under their name. Magazines and newspapers may be checked out for one (1) period.

## **Computers**

Students are required to have a “Computer Usage” agreement signed and returned before using the Moberly Middle School computers. Students who use the Library Media Center computers will sign in at the circulation desk. Computers in the Media Center are used for research, word processing, and/or to create presentations, spreadsheets, or databases. Games are allowed with teacher permission and only when the teacher/aide is present. Students may print school related materials with permission. The internet is provided for class assignments and not for personal use or e-mail. Please refer to technology guidelines for information regarding misuse/misconduct of school computers.

## **General Rules**

Students are expected to be good library patrons. Materials are constantly in demand. Students checking out materials are expected to return them in good condition. If students find materials in need of repair before checking them out, this needs to be brought to the LMC Specialist’s attention. Late fines are not charged, however the cost of the material is charged if it is lost or damaged. Students are responsible for the books/materials they check out and discouraged from exchanging with other students.

The Library Media Center is a place where students can come to find materials, research, or work on class assignments. Students visiting the library must conduct themselves in a respectful and responsible manner allowing the library to function as a learning center. Students not with their class must bring a library pass. This pass should be given to the Library Media Center specialist upon arrival. The pass will be signed when the student leaves the library and returns to the classroom. Please ask for assistance when you need help.

Students may be asked to leave or lose his/her library privileges if they do not conduct themselves in an appropriate, respectful, or responsible manner. Library rules and procedures are the same as the Moberly Middle School school-wide rules and procedures




## **Positive Behavior Support**

Moberly Middle School is a Positive Behavior Support school. Positive Behavior Support (PBS) is a data driven system approach to behavior management that focuses on routines and procedures. These behavior expectations are directly taught and students are positively reinforced when they demonstrate these school-wide expectations.

The behavior expectations for Moberly Middle School are for students and staff to BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE. Students are rewarded with various incentives as well as monthly and quarterly awards for demonstrating expectations. In the classroom, students are taught the “Spartan Way” and are reminded daily of what it means to “be your best.”

The primary goals of PBS are to prevent the development of inappropriate behavior, reduce ongoing patterns of problem behavior and to increase the likelihood of improved academic performance of all students through teaching and learning time gained when the numbers of inappropriate behaviors are reduced.

# Moberly Middle School: The Spartan Way

		SETTINGS					
Behavioral Expectations	CLASSROOM	HALLWAYS	CAFETERIA	RESTROOMS	GYM	BUS	
<b>BE RESPONSIBLE</b> 	<ul style="list-style-type: none"> <li>★ Be prepared and ready to learn.</li> <li>★ Follow all classroom rules and procedures.</li> <li>★ Be responsible for your learning.</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk with a purpose.</li> <li>★ Stay in your assigned area.</li> <li>★ Keep your area clean.</li> <li>★ Always have your handbook.</li> </ul>	<ul style="list-style-type: none"> <li>★ Use appropriate language &amp; volume.</li> <li>★ Pick up after yourself. (You are responsible for your own tray.)</li> <li>★ Use the restroom before getting your lunch.</li> <li>★ Push in your chair as you leave.</li> </ul>	<ul style="list-style-type: none"> <li>★ Use your time wisely. Get in. Get done. Get out.</li> <li>★ Use appropriate volume.</li> <li>★ Help keep the area clean.</li> </ul>	<ul style="list-style-type: none"> <li>★ Respond appropriately to the quiet signal.</li> <li>★ Sit in your assigned area.</li> <li>★ Pick up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>★ Accept responsibility for your actions.</li> <li>★ Be on time.</li> <li>★ Obey all bus rules.</li> <li>★ Keep all objects and body parts inside the bus.</li> </ul>	
<b>BE RESPECTFUL</b> 	<ul style="list-style-type: none"> <li>★ Treat others as you expect to be treated.</li> <li>★ Listen the first time.</li> <li>★ Don't interfere with the learning of others.</li> <li>★ Use encouraging and kind words.</li> </ul>	<ul style="list-style-type: none"> <li>★ Use kind words and actions.</li> <li>★ Keep the area around your locker clean.</li> <li>★ Respect all school property.</li> </ul>	<ul style="list-style-type: none"> <li>★ Use good manners every day.</li> <li>★ Say "please," "thank you," "excuse me" and "sorry."</li> <li>★ Wait your turn.</li> <li>★ Be respectful to all adults in the cafeteria area.</li> </ul>	<ul style="list-style-type: none"> <li>★ Use polite manners.</li> <li>★ Wait your turn.</li> <li>★ Respect the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>★ Use kind words.</li> <li>★ Give the speaker your full attention.</li> <li>★ Respond appropriately and kindly. Refuse to boo.</li> </ul>	<ul style="list-style-type: none"> <li>★ Use kind words and actions.</li> <li>★ Use appropriate volume and language.</li> <li>★ Respect school property.</li> </ul>	
<b>BE SAFE</b> 	<ul style="list-style-type: none"> <li>★ KAHFOOTY (Keep all hands, feet &amp; other objects to yourself.)</li> <li>★ Use all materials appropriately.</li> <li>★ Respect the space of others.</li> </ul>	<ul style="list-style-type: none"> <li>★ KAHFOOTY (Keep all hands, feet &amp; other objects to yourself.)</li> <li>★ Always walk on the right side of the hallway.</li> <li>★ Respect the space of other students.</li> <li>★ Help others when they need it.</li> </ul>	<ul style="list-style-type: none"> <li>★ KAHFOOTY (Keep all hands, feet &amp; other objects to yourself.)</li> <li>★ Wait patiently in line.</li> <li>★ Keep food on your own tray.</li> <li>★ Clean up your mess.</li> <li>★ Notify teachers of unsafe conditions.</li> </ul>	<ul style="list-style-type: none"> <li>★ KAHFOOTY (Keep all hands, feet &amp; other objects to yourself.)</li> <li>★ Use your time wisely. Get in. Get done. Get out.</li> <li>★ Report problems to an adult immediately.</li> </ul>	<ul style="list-style-type: none"> <li>★ KAHFOOTY (Keep all hands, feet &amp; other objects to yourself.)</li> <li>★ Always use the stairs.</li> <li>★ Remain seated until you are dismissed.</li> <li>★ Respect the space of others.</li> </ul>	<ul style="list-style-type: none"> <li>★ KAHFOOTY (Keep all hands, feet &amp; other objects to yourself.)</li> <li>★ Stay seated at all times.</li> <li>★ Wait in line for your turn when the bus is loading or unloading.</li> </ul>	
<b>ALL AREAS</b>	<ol style="list-style-type: none"> <li>1. Treat others as you would want to be treated.</li> <li>2. Use kind words.</li> <li>3. KAHFOOTY (Keep all hands, feet, and other objects to yourself.)</li> </ol>						

# Student Code of Conduct

The philosophy of the middle school administration is to create an environment of success. An environment of success must be safe and stable to promote opportunities to learn. The discipline plan has to reinforce positive behaviors in the building for teachers to be able to teach and students to be able to learn. Our goal with our discipline plan is to positively modify the negative behaviors of students.

All inappropriate behaviors are not covered in our plan, because of unforeseeable circumstances. Due to the severity, frequency, and/or special circumstances surrounding some offenses, each administrator may use professional discretion in working with students and their parents to determine appropriate disciplinary action, counseling, and/or treatment needed to help the student to behave appropriately. A reasonable attempt will be made to contact parents/guardians regarding all suspensions, concerns with students, and disciplinary actions that result from office referrals. Alternative school referrals may be substituted at any time in cooperation with parents/guardians for persistent negative behaviors.

Frequency of referrals will determine movements across the discipline chart.

- Two (2) referrals in a day will result in an Alternative Academic Educational Placement in addition to the result of the first (1st) referral.
- Three (3) referrals in a day will result in an Off-Site Alternative Academic Educational Placement in addition to the results of the first and second (1st, 2nd) referrals.
- Ten (10) days per school year is the maximum allowable AAEP. After ten (10) days, Off-Site AAEP will be implemented on all referrals except tardies.

Any serious disciplinary actions result in the notification of the Police Department and/or Randolph County Juvenile Office. We have many reporting obligations, due to the Safe Schools Act, written into Missouri Statutes. We additionally report any information or event that could endanger our students, faculty, staff, or administrators. An example is causing a false alarm.

## Student Dress Code

The Moberly Public Schools District encourages all students to dress in a manner that promotes innocence and safety and is appropriate for regular school day attendance.

Students are expected to dress in a fashion, which will not:

1. Disrupt the educational process;
2. Constitute a health or safety hazard;
3. Promote the proliferation of gang-related activity;
4. Violate civil law or district policy.

The school administration recommends that each student be well-groomed (clean and neatly dressed) at all times.

Recognizing that some students will abuse dress privileges, the following limitations will be enforced.

1. Extreme brevity of attire will not be acceptable. [ie: short shorts, excessively short skirts, low cut tops, bare-midriff clothing (upon raising arms, the student's midriff is exposed), halter-tops, tube tops (unless covered by appropriate outer garments), etc.] All shirts must cover the waistband.
2. Shorts, skirts, and shirts are defined by length. If a student's fingertips do not touch the hem of the leg edge, then the shorts are too short. All straps must be at least 2" in width for both shirts and dresses.
3. Hats, bandannas, sunglasses, and other forms of headgear shall not be worn within the school building and are to be removed upon entering the building.
4. Forms of clothing that must not be worn in school:
  - a. Advertisement of alcohol, tobacco, drugs, and other types of controlled substances;
  - b. Inappropriately suggestive;
  - c. Demeaning to others;
  - d. Profane or obscene;
  - e. Specifically related to gang-type activity;
  - f. Pajamas & Slippers;
  - g. Chains

No excessively baggy clothes will be permitted. All pants must be pulled up on the waist at all times. Any teacher, or student who is dressed in such a way that the educational process is being disrupted, will be referred to the building administrator, who will make the final determination as to the appropriateness of the student's dress. Repeated issues will result in consequences under the discipline policy.

## **Bicycles, Skates and Skateboards**

Students who choose to ride bicycles should lock them to the bike rack immediately upon arrival. Inline skates and skateboards are not allowed and are not to be ridden on school property. The school is not responsible for bicycles, skateboards, or in-line skates.

## **Bookbags and Heavy Coats**

Bookbags, drawstring bags, purses, and heavy coats are no longer allowed in the classrooms because of space problems and for safety reasons. Backpacks must be kept in the assigned lockers, so please be sure they are small enough to fit.

## **Teacher Detention**

Whenever a student is placed in detention, at least a one (1) day's notice is given to the parents/ guardians in order for them to arrange transportation for the student. Students will report to detention and are required to sit quietly and study. Failure to do so will result in additional detention time or some form of suspension. Detentions at the Middle School will be scheduled at the teacher's discretion. Students are to report for a regular detention with their regular teacher. Lunch detentions may be assigned and served the day of the misbehavior.

## **Principal's Detention**

When a student is placed in "Principal's Detention", at least one (1) day notice is given to the parents/guardians in order for them to arrange transportation for the student. "Principal Detentions" are from 2:45 p.m. - 3:15 p.m.

### **Rules for Principal's Detention**

1. Students are to report to a Principal's Detention at 2:45 p.m., at which time they will be supervised by an appointed teacher.
2. Bring all books and materials, and bring a library book.
3. No talking or disruptive noises.
4. No candy, food, or gum will be allowed.
5. Students are to stay in their assigned seats.
6. No mp3 players, cell phones, etc. will be allowed.
7. No sleeping is allowed. No pillows, blankets, etc.
8. Students must serve their full time. Absences for any reason must be made up. Unexcused absences will result in further disciplinary action.
9. There will be no restroom breaks. Be sure to use the restroom before beginning regular detention.
10. Violation of these rules will result in added days of Principal's Detention or suspension from school.

**Students receiving an after school detention must serve the detention before attending any practice, meeting, contest, or activity.**

## **Alternative Academic Educational Placement**

AAEP is a disciplinary response to improper student behavior. No student will be assigned more than ten (10) days of AAEP. After ten (10) AAEP days, the student will be assigned Off-Site AAEP. Students assigned to AAEP:

1. Will report to the AAEP room for the day;
2. Should bring all books and materials for each class, plus an additional reading book;
3. Who arrive late may be assigned an additional day of AAEP;
4. Are not to communicate with other students;
5. Are not to disrupt the learning environment in any manner;
6. Are not to bring/consume snacks, candy, or soda in the AAEP room;
7. Are to turn in assignments along with the assignment sheet to the supervisory teacher;
8. Will be served lunch in AAEP, or a student may bring a lunch. To be fair with all, only home prepared lunches will be accepted;
9. Will be allowed a restroom break 3rd and 6th periods;
10. Are not eligible to attend or participate in any school function until their AAEP obligation is fulfilled.
11. AAEP will be from 7:35 a.m. - 3:15 p.m.

## **Rules Violation**

A student will be given one “strike” for violation of the rules. Upon receiving three “strikes”, the student will be removed from AAEP and will be assigned Off-Site Alternative Academic Educational Placement.

### **Randolph County Off-Site Alternative Academic Educational Placement Program Synopsis**

The purpose of this project is to develop a program for students who are suspended from school. This program will allow them to continue to receive an education while developing strategies and practices for avoiding the behaviors that led to the suspension. This program would develop a school in which students who are suspended from school would be engaged in the following activities:

1. Complete all class work that has been assigned.
2. Receive and participate in specialized education dealing with the reasons why students were given Off-site AAEP.
3. Participate in community service work.
4. Participate in character education.

The following rules are unique to the Off-site AAEP Program:

1. Students will be allowed to enter the program up to three times only. After the third occurrence the penalty will result in regular Off-site AAEP.
2. This program will be available to students in other county schools.

### **Student Due Process Rights**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the board’s policies and regulations on student suspension and student expulsion.

### **Discipline Of Students With Disabilities**

It is the goal of the Moberly School District No. 81 to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and hold the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district’s discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime. The district will comply with all state and federal laws governing the discipline of students with disabilities, include the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded to other students.

### **Non-School Related Recreational Objects**

Because of the disruptive nature and the financial responsibility of recreational objects such as; wallet chains, MP3 players, walkmans, computer games, pagers, laser pointers, water guns, silly string, and white out, etc., we ask that students not bring these items to school. If we see or hear the cell phone during the school day it will be confiscated. There also may be appropriate times for a student to bring headphones to school. This item should be kept in the students’ book bag and locked in their locker. We are not responsible for lost or stolen items.

#### **First Offense:**

Providing that the nature of the situation was not disruptive and that the student was cooperative, the object will be turned in to the office and kept until the end of that school day at which time the student may take it home.

#### **Subsequent Offenses:**

For the second and any subsequent offense, the recreational object will be kept in the office for parents/guardians to claim. Any subsequent offenses after the second will result in discipline.

## Moberly Middle School Discipline Plan

<b>Offense</b>	<b>1<sup>ST</sup> Referral</b>	<b>2<sup>ND</sup> Referral</b>	<b>3<sup>RD</sup> Referral</b>	<b>4<sup>TH</sup> Referral</b>
Fighting with fist/hands/feet	5 OSAAEP	7 OSAAEP	10 OSAAEP	10 OSAAEP
Pushing, Shoving, Disruptive Conduct	1 AAEP	2 AAEP	1 OSAAEP	3 OSAAEP
Tardies	4 = Tardy Detention	6 = Principal's Detention	8+ = AAEP/ Loss of locker	8+ = AAEP/ Loss of locker
Public Display of Affection (Kissing /Groping)	Principal's Detention	1 AAEP	2 AAEP	1 OSAAEP
Cheating is Progressive Discipline, with 0 credit	Principal's Detention	1 AAEP	1 OSAAEP	3 OSAAEP
Skipping/Truancy will serve double the time missed	Principal's Detention	1 AAEP	3-10 AAEP	3-10 AAEP
Out of Assigned Area of School	Principal's Detention	1 AAEP	2 AAEP	3 AAEP
Vulgar Language Directed at Faculty or Staff	5 OSAAEP	7 OSAAEP	10 OSAAEP	10 OSAAEP
Swearing/Vulgar or Inappropriate Language	Principal's Detention	1 AAEP	2 AAEP	3 OSAAEP
Disrespect to Faculty, Staff, or other Students	Principal's Detention	1 AAEP	1 OSAAEP	3 OSAAEP
Disobedience to Faculty or Staff	Principal's Detention	1 AAEP	2 AAEP	3 AAEP
Vandalism/Theft (restitution required)	1 AAEP Min.	10 OSS and Ref. to Supt.	10 OSS and Ref. to Supt.	10 OSS and Ref. to Supt.
General Harassment/Bullying	Principal's Detention	1 AAEP	2 AAEP	2 OSAAEP
Threats or Extortion to Teacher	5 OSAAEP	7 OSAAEP	10 OSAAEP	10 OSAAEP
Threats or Extortion to Students	3 OSAAEP	4 OSAAEP	5 OSAAEP	7 OSAAEP
Sexual Harassment	2 AAEP	2 OSAAEP	5 OSAAEP	10 OSAAEP
Defiance	2 OSAAEP	3 OSAAEP	4 OSAAEP	5 OSAAEP
Boisterous Conduct or Horseplay	Principal's Detention	1 AAEP	2 AAEP	3 AAEP
Electronic Devices are Prohibited	Students may pick up at end of day	Parent/ Guardian may pick up at end of day	Parent/ Guardian may pick up at end of day & Principal detention	Parent/ Guardian may pick up at end of day and day of AAEP
Cafeteria Misconduct/Littering	Assign Seat 5 days	Assign Seat 10 days	Principal's Detention	1 AAEP
Possession of Tobacco/Tobacco Products	2 OSAAEP	3 OSAAEP	5 OSAAEP	7 OSAAEP
Under the influence/Controlled Substance/Alcohol	10 OSAAEP and Referral to Superintendent			
Possession/Sale/Purchase/Distribution/Consumption of illegal or controlled substance or alcohol	10 OSAAEP and Referral to Superintendent			
Assault with intent to do bodily harm	10 OSAAEP and Referral to Superintendent			
Arson	10 OSAAEP and Referral to Superintendent			
False Alarms	10 OSAAEP and Referral to Superintendent			
Possession of or use of Weapons	10 OSAAEP and Referral to Superintendent			
Physical Contact that is Sexually Harassing	3 OSAAEP min. / 10 OSAAEP max. and Referral to Superintendent			

## **Safe Schools Act**

Under the regulations of the Safe Schools Act, student dismissal will be recommended to the Superintendent for, but not limited to the following actions: first or second degree murder, kidnapping, first or second degree assault, forcible rape, forcible sodomy, burglary in the first or second degree, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, voluntary or involuntary manslaughter, felonious restraint, or possession of a weapon.

All of the above offenses are criminal acts; legal authorities will be notified after each offense.

Weapon examples are as follows: Firearm, knife, brass knuckles, blackjack, explosives, explosive weapons, gas gun, or any other implement that is used to harm another student.

Discipline and suspension policies or procedures have been written and will be implemented beginning the first (1st) day of school. Corporal punishments will not be allowed in the Middle School.

Students and their parents/guardians will be provided a copy of the discipline policy that will be reviewed upon admission into the school. All employees of the school will receive annual instruction on the content of the policy.

A copy of the Safe Schools Act legislation will be available in the school office.

If you have any questions regarding compliance with the Safe Schools Act legislation, please contact the Superintendent of Schools, 926 KWIX Road, Moberly, MO 65270, or telephone 660 269-2600.

## **Sexual Harassment**

All students at Moberly Middle School have the right to attend classes in a safe and orderly environment. They should be free of harassment by other students, especially that which is of a sexual nature. Sexual harassment is a serious matter with the potential for creating long-term physical and emotional trauma for those involved.

Students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment, but which may support a potential claim against the district and/or employee if not remedied. Such harassment may include, but is not limited to, the following:

1. Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on school premises.
2. A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.
3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class; purposefully limiting or denying students access to educational resources because of their gender.
4. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Sexual harassment of students by adults who otherwise come within this policy is absolutely prohibited regardless of whether the conduct is "welcome."

## **Hazing/Bullying**

Hazing and bullying will be considered harassment in the discipline policy. Hazing is defined as any activity that would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any organized group.

Bullying is repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical violence, verbal taunts, name calling, put downs, threats, extortion or theft, and damaging property. To view the full policy, see Policy JFCF at any Principal's Office.

## **Possession/Use of Weapons**

The safety of all students and faculty members within our school is of utmost importance. Consequently, the possession or use of unauthorized weapons at school will not be tolerated, and students doing so will be subjected to the existing discipline policy. Weapons are defined as any object, which may be used to inflict bodily harm upon others, such as any firearm, knives, brass knuckles, etc. Students that choose to use weapons in school, or school functions by brandishing or displaying

them in a threatening manner or actually harming another may be referred directly to the superintendent of schools for disposition. Possession of firearms on school grounds may result in suspension of up to one year in length.

Weapon examples are as follows: Firearm, knife, brass knuckles, blackjack, explosives, explosive weapons, gas gun, or any other implement that is used to harm another student.

### **Searches and Seizures**

Moberly Middle School reserves the right to insure that all students and staff have a safe environment. At times when there is a reasonable suspicion is involved there may be a need to make searches and seizures at MMS including the use of drug-sniffing dogs. While on school property, MMS administration may conduct appropriate searches of persons, book bags, cars, lockers, and other property. Lockers are considered property of the Moberly Public School District.

Computer Files created and/or stored on the Moberly Public School server are considered property of the MPS and can also be searched.

### **Student Alcohol/Drug Abuse**

The board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Moberly School District No. 81. Therefore, the use, sale, transfer, possession, or being under the influence of alcoholic beverages or controlled substances on any school property, or any school-owned vehicle, or in any other school-approved vehicle used to transport students to and from school or school activities or off school property at any school-sponsored event where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with board policy JFG.

Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion, or other discipline as provided in the district's discipline policies JG, JGI, JGA, JGB, JGC, JGD, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency. The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide an age-appropriate, developmentally-based drug and alcohol education and prevention program to all students in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social, and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced. Student and employee safety is a paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee in violation of this policy

will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will notify the superintendent of any criminal drug statute conviction for a violation occurring in/on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent in writing no later than five (5) calendar days after conviction. The superintendent will provide notice in writing of such violation to the U.S. Department of Education, or other appropriate federal agency within ten (10) calendar days after the superintendent receives such notification, if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Dept. of Elementary and Secondary Education.

The district will take appropriate disciplinary action within thirty (30) days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace. (Moberly School District #81. Adopted November 14, 1995)

## **Transportation Policy**

Moberly Public School District contracts with First Student to provide transportation for the district

### **Mission Statement**

Our mission is to align the district with a company that we pledge will provide safe, timely, courteous and reliable transportation to the students of our community so that the students of Moberly Public Schools can achieve and earn a proper education.

### **Parent/Guardian Expectations**

Parents/Guardians are an important part of the transportation team. Their knowledge and support of safe transportation procedures is integral to the success of the transportation operations.

Parents/Guardians are encouraged to:

1. Understand and support District rules and policies, regulations and principles of school bus safety.
2. Cooperate with school officials to promote safe and efficient student transportation.
3. Support efforts to improve school bus safety.
4. Communicate safety concerns to school administrators.
5. Assist their children in understanding safety rules and encouraging them to abide by the rules.
6. Support safe riding practices and reasonable discipline efforts.
7. Understand that students who ride school buses must obey all laws, rules and regulations governing student transportation. School bus riding privileges may be suspended or terminated, as indicated in this handbook, for failure to follow applicable student transportation laws, rules, and regulations.
8. Recognize their responsibilities for the actions of their children.
9. Be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories and other loose personal items.
10. Be responsible for:
  - a. Care, supervision and behavior of their children prior to loading and after unloading from a school bus operated in regular route, special education, career education, or similar type service. Whenever possible, parents/guardians are encouraged to monitor bus stops.

- b. Getting their children safely to designated school bus stop on time (no less than five (5) minutes and no more than ten (10) minutes before the scheduled pick up time) and having the children dressed in clothing appropriate for the weather season. The school bus will not wait for students not at the loading area when the bus arrives.
  - c. Getting their children safely from a designated school bus stop.
  - d. Helping the bus driver to teach their children proper procedures for safely crossing the roadway before loading and after leaving the bus.
  - e. Supporting emergency evacuation procedures as prescribed by state law, rules, and regulations and District rules and regulations.
11. Respect the rights and privileges of others.
  12. Be knowledgeable about the traffic laws regarding when to stop for school buses. On a roadway that is three (3) lanes or less, both the oncoming traffic and traffic following the bus must stop when the overhead red lights are flashing and the stop arm is extended. On a roadway that is four (4) or more lanes, only the traffic following the bus must stop.
  13. Parents/Guardians shall be responsible for malicious destruction to the bus and the parents/guardians shall pay restitution for damages caused by student or students.

### **Student Expectations**

Riding a school bus is a privilege and not a right. It is a privilege, which each rider can keep by maintaining appropriate behavior while waiting at the bus stop, loading, riding, and unloading. Proper conduct by the students contributes greatly to the safety of the student transportation program. With this in mind, the Superintendent or designee shall develop appropriate procedures for student bus conduct. The rules shall include, but not be limited to, the following:

1. The bus driver is in full charge of all persons riding on the bus and has the same status and authority as a teacher in so far as discipline is concerned. The bus driver will assign seats to students on the bus. This seating arrangement will be changed as needed. Students shall obey the directions of the bus driver promptly and courteously.
2. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent/guardian listing a valid reason to board or leave from another established stop. This request must also be approved by the school principal/designee. Students shall ride their assigned bus unless reassigned by the respective school principal/designee.
3. Students shall observe safe pedestrian practices while walking to and from the bus stop. Students shall arrive at their designated bus stop not less than five (5) minutes or more than ten (10) minutes before the bus is scheduled to arrive. Students shall wait in an orderly manner and shall respect private and public property while waiting at the bus stop.
4. After the bus has come to a complete stop, students shall enter the bus, go to their assigned seat, and remain seated until the bus stops to unload students.
5. If it is necessary for students to cross the road before boarding or after leaving the bus, the student must wait ten (10) feet in front of the bus until the "all clear" signal is given by the driver, then cross carefully.
6. Students shall talk quietly and avoid loud or distracting noises on the bus. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at railroad crossings.
7. Students shall not tamper with emergency doors or equipment.
8. Students must keep all parts of their body (hands, arms, feet, head, etc) inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus. Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school transportation personnel.
9. School District policies and procedures pertaining to drugs, alcohol, tobacco, controlled substances, unauthorized prescriptions, and weapons or look alike weapons are in effect at the bus stop and on the bus.
10. Other items not permitted on the bus are breakable containers, skateboards, scooters, roller blades, balls, cigarette lighters, matches, shop projects, or animals (except assistive animals), flammable or explosive substances (such as gasoline), or anything else that could jeopardize the safety of the persons involved, on any school bus. Any items carried on the bus must be small enough to be held on the lap of the student.
11. Horseplay will not be tolerated on the bus. Horseplay is defined as throwing objects, shoving, pushing, chasing, loud yelling, play fighting, spitting, tripping, and obscene gestures.
12. There will be no eating or drinking on the bus except for bottled water. No gum or candy is allowed.
13. Students must cooperate with the driver to keep the bus clean. Excessive trash is a safety hazard for all riders.
14. Sexual misconduct, harassment, bullying, or threats to students, staff, or driver will not be tolerated.

15. At the end of the school day, students must board the bus at their home school. They cannot walk across campus and board at another building.
16. Once a student gets on a bus, the student is to remain on the bus until their assigned bus stop. Once a student gets off a bus, they will not be allowed back on the bus unless a serious safety issue arises.
17. Fighting and assault can not be tolerated anywhere within the educational setting. This includes the bus stop, while on the bus, and on school property. Fighting is defined as when both individuals are engaged in physical contact of hitting, slapping, punching, and or kicking. Assault is defined as hitting, striking, and/or attempting to cause injury to another person.

### **Moberly Public Schools Transportation Discipline Policy**

<b>Student Misconduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Possession of any illegal substance, controlled substance, prescription drug (other than epi-pen, when approved in advance by the principal), drug, or alcohol (in any amount)	Loss of bus privileges + school discipline		
Not in assigned seat, out windows, eating or drinking, talking loudly, yelling, distracting noises, throwing objects	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Horseplay, disrupting conduct, conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Sexual harassment, bullying, other forms of legally prohibited harassment	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Vulgar/cursing, inappropriate language on bus or bus stop	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Physical/Sexual contact	Loss of bus privileges		
Weapons as defined in handbook	Loss of bus privileges		
Vulgar/cursing language at driver, threat to driver	10 days loss of bus privileges	Loss of bus privileges	
Tobacco possession	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Fighting, tobacco use, lighters and other paraphernalia	Loss of bus privileges		
Throwing an object(s) out of bus window	Loss of bus privileges		
Vandalism	Loss of bus privilege until restitution made for repairs/ replacement	5 days loss of bus privileges	10 days loss of bus privileges

## Moberly Public Schools Technology Discipline Plan (K-12)

The Moberly School District is committed to preparing our students for the future and being productive in a technological society. Computer use at school must be safe to promote opportunities to learn. Our goal with our discipline plan is to positively modify the negative behaviors of students.

For a complete copy of the district technology policy, refer to the Moberly Schools home page <http://www.moberly.k12.mo.us/>.

Offense	1st Referral	2nd Referral	3rd Referral
Sharing login information	Computer restriction-30 school days	1 AAEP/Computer restriction-90 school days	3 OS-AAEP/Computer restriction-indefinitely
Attempting to evade school filtering	Computer restriction-90 school days	3 AAEP/Computer restriction-180 school days	3 OS-AAEP/Computer restriction-indefinitely
Instant Messaging, Blogging (not under teacher direction), and chatting	Computer restriction-90 school days	3 AAEP/Computer restriction-180 school days	3 OS-AAEP/Computer restriction-indefinitely
Pornographic or Inappropriate Pictures	3 AAEP/Computer restriction-90 school days	3 OS-AAEP/Computer restriction-180 school days	5 OS-AAEP/Computer restriction-indefinitely
Pornographic acts	5 OS-AAEP/Computer restriction-90 school days	10 OS-AAEP/Computer restriction-180 days	10 OS-AAEP + Referral to Superintendent/Computer restriction-indefinitely
Misuse of district-provided e-mail or login for threatening, cyber bullying, misrepresentation, or for monetary gain.	5 OS-AAEP/Computer restriction-90 school days	10 OS-AAEP/Computer restriction-180 days	10 OS-AAEP + Referral to Superintendent/Computer restriction-indefinitely
Hacking/Vandalism to computer or network/system including but not limited to vandalism programs (i.e. worm, Trojan)	10 OS-AAEP/Computer restriction-180 school days	10 OS-AAEP + Referral to Superintendent/Computer restriction-indefinitely	

All computer violations are not covered in our plan, because of unforeseeable circumstances. Due to the severity, frequency, and/or special circumstances surrounding some offenses, each administrator may use professional discretion in working with students and parents to determine appropriate disciplinary action.

**Students are only to be on computers designated for student use. This does not include computers designated for staff members.**

### School Health Services School Health and Wellness Advisory Council (SHWAC)

Parents/guardians may participate in the decision making process for School Health Services by being a volunteer member of the SHWAC. Membership forms are available through your school nurse. The dates, times, and location shall be available during fall registration annually, and can be found on the District web-site: <http://www.moberly.k12.mo.us/> - follow the School Health Services link, then click **SHWAC** button.

## **Periodic Student Health Screenings (PSHS)**

District school nurses schedule age-appropriate health screenings for vision, hearing, and spinal conditions to identify students whose results fall outside of developmentally normal ranges. Parents/guardians will be notified in writing of the upcoming screening and may “opt out” by signing and returning the “opt out” form. Parents/guardians will receive a referral notice from the school nurse only if their student’s screening results fall outside of age and developmentally established ranges. A referral notice indicates that further evaluation of the child by the appropriate health care professional is needed. PSHS do not take the place of health examinations conducted by the family’s primary care physician.

The dates, times, and location shall be available during fall registration annually, and can be found on the District web-site: <http://www.Moberly.k12.mo.us>. - follow the School Health Services link.

Parents/guardians may volunteer to help school nurses with PSHS.

### **Head Lice**

The Centers for Disease Control and the Missouri Department of Health and Senior Services removed head lice from the contagious disease roster because head lice do not spread any type of disease causing bacteria or virus that directly result in an infection.

Moberly Schools does not perform routine (regularly scheduled) school-wide screening for head lice except that the Kindergarten – second grade population will be screened upon return to school from periods of closure greater than five (5) days. Should two or more cases of live lice be identified in the same class, then arrangements will be made to screen that specific population.

When live lice are found, all other known students attending Moberly Schools living in the identified child’s household will be screened for the presence of live lice. The parent/guardian will be notified of which students to pick up. Parents/guardian (or designated adult) will be instructed in current treatment and eradication methods when they arrive to pick-up the first identified student and will be required to indicate that instruction took place by signature. To avoid repeat instruction when picking up other identified students at a different school, parent/guardian (designated adult) should present a copy of the signed instruction form to the school nurse or designated office staff.

Exclusion of the student(s) identified with live lice will not exceed 24 hours. The parent/guardian (or designated adult) will return with the student and be present during the mandatory re-screening of the student prior to returning to the classroom setting. An additional re-screening will be conducted 6-10 days following the original exclusion. Should live lice be found during the re-screenings, then the instruction, exclusion, and re-screening will be repeated until such time as there are no live lice on the student(s) originally identified with live lice.

Students identified with only head lice eggs (commonly known as nits) will not be excluded from school. Parent/guardian (or designated adult) will be notified and instructed in lice egg removal techniques in writing. Students with head lice eggs only will be re-screened on day five (5) for the presence of live lice. If live lice are found then the above procedure for live lice will be implemented. If only lice eggs are present, then parent/guardian (or designated adult) will be reinstructed in removal techniques.

Parents/guardians of students identified with live lice or only lice eggs for the third time will be referred to the District’s social services coordinator for the purpose of determining barriers that are preventing the student(s) from being free of live lice or lice eggs.

Parents/guardians of students identified with live lice or only lice eggs for the fourth time will be referred to the building administrator. The building administrator may report the matter to the Children’s Division of Social Services.

Confidentiality of student(s) will be maintained in accordance with Board policy.

Prevention education will be distributed to families during August and January annually.

### **Medication Administration**

The Moberly School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Plan (IEP). The Board recognizes that some students may require medication for chronic or short-term illnesses to enable the student to remain in school and participate in their educational process. District policy prohibits students from possessing or self-administering medications while on District grounds, on District transportation, or during District activities unless explicitly authorized in accordance with the ADMINISTRATION OF MEDICATIONS TO STUDENTS policy and Administrative procedures. Students who possess or consume medications in violation of the policy and procedures while on District grounds, on District transportation or during

a District activity may be disciplined up to and including suspension or expulsion.

The District retains the discretion to reject requests for administration of medication or to terminate existing administration of medication requests. The parent/guardian will be notified in writing when this occurs. The District will not administer the first dose of any medication.

**Medications are defined as those drugs prescribed by an authorized prescriber, over-the counter drugs, alternative/herbal preparations, nutritional supplements, and any substance that claims to have medicinal or performance enhancing properties. Administration routes (methods of delivery) are defined as oral, inhalation, instillation, insertion, and injection.**

All medications (as defined above) presented for consideration for student administration must meet the following requirements:

1. Be in the original container/packaging and identify the student by name.
2. For prescription medications, be accompanied by the diagnosis for each medication in the form of a written statement from the prescribing physician on physician letterhead or official prescription document (request this statement at the time of your visit).
3. Be accompanied by the District's Parent Request and Consent for Medication Administration form completed by the parent. This form is down-loadable in PDF format on the District's website <http://www.moberly.k12.mo.us>. Follow the school health services link and click on **forms** or forms may be obtained in the main office of each building.
4. Be brought to the student's school by the parent/guardian (or designated adult) and left with the designated building staff.
5. The dosage of the medication is within normal range for the student's age and development according to recognized pharmaceutical guides.
6. All requirements verified by the registered professional nurse prior to administration.

The school nurse will notify parent/guardian of missing requirements. Parent/guardian should be prepared to administer school doses until medication is approved for administration in the school setting.

Additional requirements for administration and use by students whose chronic health condition warrants self-administration and possession of his/her medication during the school day, while on District transportation, or during District sponsored activities include, but are not limited to:

1. Prescribing doctor's certification that the student is capable of self-administration, has been instructed in the method of delivery and potential side effects.
2. Instructed in the danger of and disciplinary consequences of sharing medication.
3. Verification by the age-level RN of student's competency in self-management techniques.
4. Completion and return of the notarized Permission for Student to Self-administer Medication.

### **Life-Saving Medications**

The District does not provide life-saving medications.

It is the responsibility of the parent/guardian to notify the school nurse of, provide life-saving medications, and participate in developing an emergency action plan when their child has been diagnosed with a condition that could result in a life-threatening medical event.

In the event of an undiagnosed life-threatening medical event, the building administrator (or designee) will secure emergency medical services and contact the parent/guardian to go directly to the closest emergency department.

The complete policy, administrative procedures, and required forms related to Medication Administration are available in the administrative office and from the school nurse or through the Districts' web-site at [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us), follow the school health services link then click on **policies**.

### **Universal Precautions**

The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement universal precautions.

### **Categories of Potential Risk**

Students with infectious diseases that can be transmittable in school and/or athletic settings (such as, but not limited to, chicken pox, influenza and conjunctivitis) should be managed as specified in: (a) the most current edition of the

Missouri Department of Health document entitled Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators and (b) documents referenced in 19 CSR 20-20.030 and (c) in accordance with any specific guidelines/recommendations or requirements distributed by the local county or city health department.

A student infected with a blood borne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

Exceptional Situations – There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncoverable, oozing skin lesions) which could potentially be associated with transmission of both blood borne, and non-blood borne pathogens. No student, regardless of whether he or she is known to be infected with such pathogens, should be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure.

In these exceptional instances, an alternative educational setting may be warranted. In certain instances, a designated school administrator may want to convene a Review Committee. The number of persons on the Review Committee should be limited. It is recommended that members be limited to: 1) the parent(s)/guardian 2) medical personnel (student’s physician, school nurse), 3) building administrator, 4) superintendent and/or designee. Local health department officials may be consulted and/or included as members of the review team. If the student is identified as having a disability, any change of placement would need to be effected through the Individualized Education Program (IEP) process. In the case of a student with a disability, but not identified under the Individuals with Disabilities Education Act, any change of placement would need to be effected through a multidisciplinary team meeting.

Specific mechanisms should be in place to ensure the following are consistently done:

1. All episodes of biting, and all children who exhibit repeated instances of significant aggressive behavior, should be reported to the designated school administrator.
2. The school nurse, and the designated school administrator when appropriate, should be informed of any child who has recurrent episodes of bleeding or who has uncoverable, oozing skin lesions.
3. The school nurse, and the designated school administrator when appropriate, should be promptly informed of any child with an illness characterized by a rash.
4. The school nurse, and the designated school administrator when appropriate, shall be informed of any instance in which the significant potential for disease transmission occurs.

### **Confidentiality**

The superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. Two groups of people within a school system may be informed of the identity of a student with HIV infection on a “need-to-know” basis. They are:

1. Those designated by the school district to determine the fitness of an individual to attend school (see recommended review committee membership listed above); and
2. Those who have a reasonable need to know the identity of the child in order to provide health care.

Examples of people who need to know are school nurse, review team members, and IEP team if applicable. Security of medical records will be maintained. Breach of confidentiality may result in disciplinary action.

### **Education-Student**

All students should receive age-appropriate information about the prevention and control of communicable diseases, to include the use of universal precautions. Instruction should be incorporated within a comprehensive school health curriculum in grades K-12 as stated in Missouri School Improvement Program Standards.

### **Reporting & Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local law and Department of Health rules distributed by the appropriate county or city health department.

### **Notification**

Superintendents who supply a copy of this policy, adopted by the district Board of Education, to the Department of Health shall be entitled to confidential notice of the identity of any district child reported to the Department as HIV-infected

and known to be enrolled in the district. The parent or guardian is also required by law to provide such notice to the superintendent.

## **Review**

The district shall periodically review its policies and procedures and make revisions when necessary.

## **Immunizations**

For school attendance, Missouri State Law requires proof of immunization for Tetanus, Diphtheria, Pertussis (DPT), Polio, Measles, Mumps, Rubella (MMR), Hepatitis B, Varicella vaccine or disease, and a 10 year Tetanus Booster. Exemption based on medical or religious grounds, in-progress status, or homelessness is allowed by law. Contact the school nurse for the appropriate exemption forms. Proof of immunization must be provided by the parent/guardian in the form of an original immunization record that includes the day, month, and year; the vaccine manufacture and expiration date; and the administering person's signature. Students will not be allowed to attend Moberly Schools without proof of immunization. Parents/Guardians failing to provide proof of immunization or exemption documentation within seven (7) days of enrollment will result in a neglect report to the Children's Division of the Department of Social Services. The current year's immunization schedule can be located through the District's web-site: <http://www.Moberly.k12.mo.us>. – follow the school health services link then click “**immunization schedule**”

## **Injury and Sudden Illness**

District personnel will provide appropriate first aid and emergency treatment and contact emergency medical services (EMS) when appropriate for any individual who is injured or becomes ill while on district property, on district transportation, or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the parent/guardian or individual requiring care.

The District does not have life-saving emergency medications available for use during medical emergencies. Any individual who experiences airway closure, cardiac arrest, unconsciousness greater than one minute, or Myoclonic seizure activity greater than 5 minutes while on district property, on district transportation, or at a district activity will be transported via ambulance to the nearest Emergency Department.

The District does have Automatic External Defibrillators (AEDs) available as a first line life-saving measure for suspected cardiac arrest. The District has certified responders in each school building during the school day to respond to medical emergencies.

Care procedures for injury and sudden illness care are available in the school's main office and through your school nurse.

## **Communicable Diseases**

Students with communicable diseases that pose a risk of transmission (such as, but not limited to, chicken pox, influenza, conjunctivitis) in school or at school activities will be managed as required by law and in accordance with guidelines provided by the Missouri Department of Health and Senior Services and the local health department. Management may include, but is not limited to, exclusion from school or reassignment and written return to school authorization from the appropriate health care professional.

Students with a chronic communicable disease (such as, but not limited to, Hepatitis B, HIV) that does not pose a risk of transmission (non-active) in school or at school activities shall be allowed to attend school without any restrictions based solely on the communicable disease.

Exceptional situations will be addressed on a case by case basis.

Confidentiality is maintained in accordance with board policy.

In the event of a communicable disease outbreak that affects more than fifteen (15) percent of the student population, written notification with care instructions will be distributed to parents/guardians.

## **School Insurance**

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care. The school district does not carry insurance which covers school-related injuries to children. Parents/Guardians are encouraged to take advantage of this service. Insurance forms will be given to parents/guardians when they enroll their child or may be picked up in the school office at any time.

## **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic or school sponsored activity must be reported immediately to the teacher in charge.

## **Extracurricular Activities**

### **Sportsmanship**

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

1. That no spectator or group of spectators attracts attention to themselves by remarks or actions. Improper action by spectators cannot help but detract from the game;
2. That no fans say anything derisive to an opponent;
3. That home team support be organized and directed by cheerleaders;
4. That spectators do not wander about while the game is being played;
5. That no one block the view of other spectators;
6. That spectators refrain from throwing paper or other materials on the playing area or in the stands. Paper on the floor can prevent players from stopping quickly and thereby cause serious injury;
7. That fans cheer for good players, but never "boo". "Booing" is in direct conflict with good sportsmanship;
8. Students must sit in the student section.
9. Off-campus activities/events are considered to be district events. School administration will enforce school rules including all student discipline code provisions.
10. Moberly School District administration reserves the right to refer to law enforcement and to expel from activities/ events any person who fails to demonstrate appropriate behavior or conduct suitable for a school activity and/or who is disruptive to the activity or event.

### **Athletics-Eligibility**

Any Middle School student who meets the eligibility requirements may participate in a Moberly Middle School interscholastic sport. They must meet these requirements:

1. be scholastically eligible;
2. be a good school and community citizen;
3. be within the age requirement;
4. be able to comply with all Moberly School District requirements regarding eligibility as well as meeting all Missouri State High School Activities Association (MSHSAA) requirements for eligibility;
5. ALL STUDENTS-Moberly Middle School is a member of the MSHSAA, and is subject to state rules and regulations regarding Middle School sports. Any student who fails to meet the standards of this state association will not be allowed to represent our school. Any student who is involved in a misconduct problem or has an unacceptable academic record, may be denied the privilege of athletics.

### **School Spirit**

The official school name for our athletic team is the Spartans. Official colors are red, white, and blue. Many organized activities are planned before, during, and after the regular school day. We encourage each student to take part in some activity. We extend a special invitation to new students to participate in school activities.

### **Extracurricular**

Girls and boys in the seventh and eighth (7th, 8th) grades may have the opportunity to go out for interscholastic football, cross-country, basketball, wrestling, track, cheerleading, and softball. All other sports for students will be on an intramural basis.

### **Organizations**

Several organizations are available for membership by Middle School students. Examples are listed below:

1. STUDENT COUNCIL
  - a. The Student Council is a representative example of government... a voice for the students. The purpose is to encourage school spirit and set good examples of student citizenship. The council is composed of officers; president, vice president, secretary and historian. These are elected in the spring after campaign speeches and

by secret ballot. Homerooms elect one representative and one alternate in the fall. To be eligible, students must maintain a “C” average, display good citizenship, and a good attitude toward school.

2. ART CLUB
3. BUILDER’S CLUB
4. UNITY CLUB

## **Notice of Nondiscrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District’s Compliance Coordinator for civil rights laws, Superintendent of Schools, 926 Kwix Road, Moberly, MO 65270; phone (660) 269-2600. Any person who is unable to resolve a problem or grievance arising under Title VI (race/color/national origin), Title IX (sex), the Age Discrimination Act (age), Section 504 (disability), or Title II of the ADA (disability), may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

## **Notification of FERPA Rights & Designation of Directory Information**

Our School District complies fully with the Family Educational Rights and Privacy Act (“FERPA”). FERPA is a federal law that affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights include:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review the student’s “educational records,” as that term is defined under FERPA and its implementing regulations, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURE:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information).

The District will disclose educational records to school officials who have a legitimate educational interest in the records. School officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District’s law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student’s education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

**DESIGNATION OF DIRECTORY INFORMATION:** The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA.

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members on athletic teams
- Degrees, honors, and awards received
- Grade level
- Dates of Attendance
- Photographs and other similar information

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. The person requesting information must submit a signed and dated request letter. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as

directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**RIGHT TO REQUEST AMENDMENT:** Parents or eligible students have the right to request that the District correct any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## **Notification of Rights**

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding certain types of **federally funded** surveys, collection and use of information for marketing purposes, and certain physical exams. **PLEASE NOTE THAT THE PPRA AND THE RIGHTS GRANTED IN THIS NOTIFICATION APPLY ONLY TO FEDERALLY FUNDED ACTIVITIES/SURVEYS DESCRIBED BELOW. OUR DISTRICT DOES NOT ANTICIPATE ADMINISTERING INSTRUMENTS COVERED UNDER THIS NOTICE.** Student rights under the PPRA include the following:

**(1) Obtain Parental Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”), if, and only if, the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine eligibility.

**(2) Receive notice and an opportunity to opt a student out of:**

- Any other protected information survey, regardless of funding;
- 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
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**(3) Inspect, upon request and before administration or use of:**

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material (federally funded) used as part of the educational curriculum.

Our District has adopted a policy regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Our District will directly notify parents (or eligible students age 18 or over) of their rights under the PPRA annually, and parents of students who are scheduled to participate in the specific activities or surveys described above will be notified of their right to opt their child(ren) out of participation therein. Parents will be provided reasonable notice of the planned activities and surveys listed and an opportunity to opt their child(ren) out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys before their administration.

Parents who believe their PPRA rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

### **Professional Qualifications**

Parents can request information on the professional qualifications of their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional as well.

### **Admission of Students**

Any person between the ages of five (5) (before August 1) and 20 years, who meets the requirements of residence, may attend Moberly Public Schools without tuition. Kindergarten students must be five (5) years of age before August 1 to enroll.

### **Handicap**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity which receives federal financial assistance. Discrimination is prohibited in all aspects of employment against handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.

### **Admission of Nonresident Students**

Except as otherwise required by law, this district does not accept nonresident students unless they reside in a K-8 district and have selected Moberly School District No. 81 as their high school attendance center. This exception applies only to students eligible to attend high school. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the Moberly School District No. 81, as defined in Board policies and the law.

### **Age**

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age and older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

### **Sex (Wages)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, and Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing the same substantially equal work in the same establishment. The law covers most private employers, state and local governments, and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act. If you believe you have been discriminated against in a program of any institution which receives federal assistance, you should contact immediately the federal agency providing such assistance.













# SPARTAN WAY

