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The school handbook is subject to change during the school year as policies and statutes are updated.  
The online handbooks will be updated with the Board approved changes.

# **MOBERLY MIDDLE SCHOOL**

**920 KWIX Road, Moberly, Missouri 65270**

**660-269-2680**

**Fax: 660-269-8519**

**<http://www.moberly.k12.mo.us>**

**WESLEY LAND  
PRINCIPAL**

**TAMMY BERNEKING  
ASSISTANT PRINCIPAL**

**NICOLE SUMMERS  
SCHOOL 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 individual 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.

Wesley Land

Moberly Middle School Principal

Tammy Berneking

Moberly Middle School Assistant Principal

# Mission Statement

*To ensure all students have a quality education and sense of direction*

# Vision Statement

*The Spartan way is excellence for ALL!*



## DISTRICT VISION

The Moberly School District is committed to a vision of exemplary education. The learning environment that we must foster will stimulate intellectual curiosity, teach children how to learn, and enable them to become productive and effective citizens. We value the importance and contributions of the various stakeholders in our learning community. This vision statement provides a blueprint of **collective commitments** the Moberly School District will achieve and maintain.

As a vested member of the Moberly School District I will:

- Ensure enthusiastic learning environments are created that include both students and staff.
- Provide different instructional methods that address individual learning styles based on needs.
- Provide and maintain a positive, safe, orderly and supportive school environment.
- Build and maintain relationships with students and staff during school and outside the school setting.
- Set high expectations for the achievement of all students while working to meet the individual needs.
- Strive to grow professionally through ongoing staff development.
- Work collaboratively to make decisions in the best interest of students.
- Celebrate achievements, dedication and accomplishments.
- Create a climate focused on student success measured by performance and facilitated by effective instruction.
- Develop a school culture to facilitate and nurture staff collaboration and participate in decision-making.
- Establish credibility by modeling behavior consistent with the vision and values of their school.
- Teach lifelong learning and problem-solving skills.
- Use community resources for the development of “real world” learning and application of knowledge.
- Ensure successful academic student performance in and out of school.
- Conduct regular curriculum reviews that include all stakeholders.
- Ensure a continuous review of best instructional practices and implementation in our schools.

# **A Professional Learning Community**

Shared mission, vision, and values  
Collective Inquiry  
Collaborative Teams  
Action Orientation and Experimentation  
Continuous Improvement  
Results Orientation

## **Superintendents**

Dr. Matt Miller  
Superintendent

Mrs. Parisa Stoddard  
Assistant  
Curriculum/Instruction

Mr. Dustin Fanning  
Assistant  
Personnel/Special Services

Mrs. Allison Archibeque  
Director  
Student Services

## **Moberly Board of Education**

Mr. Matt Crist  
Mrs. Amy Hager  
Mrs. Mary Lee Noel  
Mrs. Jonean Ratliff  
Mr. Bobby Riley  
Mrs. Lisa Vanderberg  
Mr. Dan Wilcox

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**

The school handbook is subject to change during the school year as policies and statutes are updated. The online handbooks will be updated if changes occur.

# **Moberly Middle School Staff**

## **2017-2018**

**Principal:** Wesley Land

**Assistant Principal:** Tammy Berneking

**Guidance Counselor:** Nicole Summers

**Front Office Staff:** Cathy Stuck, Reba Halterman, Patti Divers

**Home to School Communicator:** Tiana Gates

**Nurse:** Amy Mellon

**Custodians:** Kenny Wilson, Kathleen Nejeldy, Stephanie Wilson

### **Patriots-6th Grade**

Debbie Heimann – Comm. Arts

Christina Argent – Math

Chris Buckman – Science

Marcus Schmidt – Social Studies

### **Challengers-6th Grade**

Katherine Lewis – Comm. Arts

Jason Hannam – Math

Erin Reilly – Science

Melissa Gephardt – Social Studies

### **Senators-7th Grade**

Mandy Power – Comm. Arts

Debi Carroll – Math

Brett Boyer – Science

Jeana Calloway-Hodson – Social Studies

### **Liberty-7th Grade**

Bethany Bragg – Comm. Arts

Alex Canote – Math

Paula Burkhart – Science

Paul Shriver – Social Studies

### **Eagles-8th Grade**

Christina Everett – Comm. Arts

Elaine Craft – Math

Jodi Engel – Science

Tony Stoneking – Social Studies

### **Trailblazers-8th Grade**

Erica Hilmas – Comm. Arts

Cord Hagedorn – Math

Peggy Paul – Science

John Jacobson – Social Studies

### **Special Education**

Kelly Winking (Patriots)

Erin Shirk (Senators)

Tymica Wright (Trailblazers)

Tom McKenna (All Teams)

Karen Singletary (All Teams)

### **Fine Arts**

Jordan Perry – Band

Tessa Friedman – Band

Anna Provo – Choir

### **Aides**

Betty Briscoe

Pam Tebow

Andre Gross

Stacey Bothe

Juanita Wegs

Jennifer Gelina

### **Other Area Specialists**

Gary Duncan – Industrial Tech.

Leann Koenig – Computers

Jennifer Connaway - Health

Scott Knox – Boys PE

Christine Vestal – Girls PE

TBD – Gifted

Joan Snodgrass – Media Specialist

Alexis Holman – Art

# Supply Lists

## 6th grade

- pencils
- 24 pack colored pencils
- 3 boxes of tissues
- 5 100-page composition notebooks
- 2 pkgs of loose leaf notebook paper
- 1 non-scientific calculator
- 6 glue sticks
- 1 pkg index cards
- 1 pkg blue or black pens
- (7) pronged folders
- (1) 1”-2” binder

## 7th grade

- 2 folders
- 4 composition notebooks
- pencils
- 2 boxes of tissues
- 1 package of index cards
- 1 scientific calculator- must have fraction function
- 2 glue sticks
- 1 binder

## 8th grade

- 4 folders
- pencils
- paper
- 3 boxes of tissues
- Scientific calculator
- 3 spiral notebooks

## Physical Education

T-shirt or sweatshirt, shorts or sweatpants, tennis shoes

## Art

White or gold synthetic taklon brushes variety pack

## Choir & Music Appreciation

Pencils  
Paper  
Folder

## Health

Paper

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 2<sup>nd</sup> semester.**

# Schedule

## Daily Bell Schedule

Buses will begin unloading at 7:10 a.m. Students should not arrive until after 7:10 a.m.

7:40 - 8:29	Period 1
8:33 - 9:22	Period 2
9:26 - 10:04	Period 3/Intervention
10:08 - 10:57	Period 4
11:01 - 12:11	Period 5
12:15 - 1:04	Period 6
1:08 - 1:57	Period 7
2:01 - 2:50	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. Once in class, students may not leave without a proper pass.

## Lunch Schedule

Shift	Time in Lunch	
1	11:01 - 11:22	Eagles
2	11:04 - 11:25	Trailblazers
3	11:22 - 11:43	Liberty
4	11:25 - 11:46	Senators
5	11:43 - 12:04	Challengers
6	11:46 - 12:07	Patriots

## Early Dismissal Bell Schedule

7:40 - 8:10	Period 1
8:14 - 8:44	Period 2
8:48 - 9:18	Period 4
9:22 - 9:52	Period 6
9:56 - 10:26	Period 7
10:30 - 11:00	Period 8
11:04 - 12:15	Period 5

## Early Dismissal Lunch Schedule

Shift	Time in Lunch	
1	11:04 - 11:26	Eagles
2	11:07 - 11:29	Trailblazers
3	11:26 - 11:48	Liberty
4	11:29 - 11:51	Senators
5	11:48 - 12:10	Challengers
6	11:51 - 12:13	Patriots

## Late Start Bell Schedule

8:40 - 9:26	Period 1
9:30 - 10:16	Period 2
10:20 - 11:06	Period 4
11:10 - 12:20	Period 5
12:24 - 1:10	Period 6
1:14 - 2:00	Period 7
2:04 - 2:50	Period 8

## Late Start Lunch Schedule

1	11:10 - 11:31	Eagles
2	11:13 - 11:34	Trailblazers
3	11:31 - 11:52	Liberty
4	11:34 - 11:55	Senators
5	11:52 - 12:13	Challengers
6	11:55 - 12:16	Patriots

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

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

## Daily Procedures

### Moberly Middle School Hours

School Hours: 7:40 a.m. - 2:50 p.m.

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

### Arrivals

Students may begin arriving at 7:10 a.m. Upon arriving at school, students are to report to the gym or cafeteria. **No supervision of students is provided until 7:10 AM.** Students will be excused at 7:30 a.m. to go to their lockers and then report to their first (1st) hour class. Students are to report to the gym when finished with breakfast.

### Late Start

On late start days, students who ride buses will arrive at 8:10 a.m., and classroom learning will begin at 8:40 a.m. Students who need supervision prior to these times may enter the building beginning at 7:10 a.m. Breakfast will be offered for students from 8:10-8:30 a.m.

### Dismissal from School

MMS dismisses at 2:50 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 using 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 12:15 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.

## 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.....	12:15 p.m.
K-2 .....	1:00 p.m.
Gratz Brown (3-5) .....	12:50 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>.

## 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

## Emergency Drills

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

## 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.

## 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 or activities. 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. Refer to Physical Education Syllabus in regards to exemption of the Physical Education class.

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. Regardless of the reason for the absences, **students will be dropped from the District's rolls after 20 consecutive calendar days of absences if the parent/guardian fails to make contact during that period with the attendance clerk or an administrator.**
8. Tardies - A student will be considered tardy to school if he/she has not reported to his/her assigned classroom by 7:40 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 as follows per mid-quarter:
  - Tardy between class:
    - 5th tardy = Warning
    - 6th tardy+ = Detention and other discipline deemed appropriate by building administration
  - Late to school:
    - 3<sup>rd</sup> = Warning
    - 4<sup>th</sup> = Parent Contact
    - 5<sup>th</sup> = detention
    - 6<sup>th</sup> = discipline deemed appropriate by building administration

### **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.

### **Attendance Notification Letters**

1. Upon five (5) 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 five (5) days of absence to be excessive unless unusual circumstances exist.
2. Upon seven (7) 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 seven (7) days of absence to be excessive unless unusual circumstances exist.
3. Upon nine (9) 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 program modification (504 alternative program homebound, etc.)
  - d. 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.

To attend any extra-curricular activities as a participant or spectator, such as sporting events, dances, concerts, etc., students must have attended school a minimum of 4 class periods on the day of the event. For Saturday events, students must have attended school a minimum of 4 class periods the day before the event.

### **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 truanies. 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.

## **General Policies**

### **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.

### **Accommodation Of Parents With Disabilities**

If a parent or guest requires a reasonable accommodation in order to participate in their child's education, please notify the school administrator in advance so these accommodations can be discussed.

### **Extracurricula Eligibility**

Any Middle School student who meets the eligibility requirements may participate in a Moberly Middle School interscholastic activity. 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 activities. 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 extracurricula activities.

## **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, 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. Shoe bags/drawstring bags can be carried in the hall only if carrying PE clothes from hallway locker to PE and back.

## **Candy & Drinks**

To maintain a clean facility and promote an alcohol and drug-free school, students will not be allowed to bring candy, soda or energy drinks to school. If a drink is brought into school it must have a sealed lid. No open containers will be allowed. Water bottles are allowed, but must be filled after entering the school. 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.)

## **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.

## **District/Statewide Assessments**

Students may earn advanced-standing credit by successfully completing high school level courses prior to entering the ninth grade. This advance-standing credit may be counted toward meeting the subject-area requirements. If a student demonstrates mastery by performing at the Advanced or Proficient level on the state assessment, Algebra I End of Course (EOC) exam, it will be counted toward the minimum number of credits required by the State Board.

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district’s student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

### **Reading Assessment**

The district will administer a reading assessment to students grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student’s reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

## 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 and should have a pass from the teacher.

A teacher may sometimes request that a student come in before or 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.

## Extracurricular Activities/Sportsmanship

Students in the seventh and eight (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.

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.

## 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.

## 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 Allison Archibeque, Director of Special Services, 269-2693.

## **Grading**

A grade represents a clear and accurate indicator of what a student knows and is able to do regarding progress toward learning targets and standards. With grades, we document the progress of our students and our teaching, we provide feedback to students and their parents, and we make instructional decisions regarding the students. To do this, 90% of a grade is based on assessments (tests, quizzes, projects, etc.) to show what students can do independently. Students are given opportunity for retakes on certain assessments by meeting specified criteria.

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).

## **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.

## **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.

## **Homework Policy**

Homework is assigned with a definite purpose. Homework will provide practice or review of certain skills or strategies that prove beneficial to overall learning and understanding. 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.



## **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 96-100% = 4.00	C 73-76% = 2.00
A- 90-95% = 3.67	C- 70-72% = 1.67
B+ 87-89% = 3.34	D+ 67-69% = 1.34
B 83-86% = 3.00	D 63-66% = 1.00
B- 80-82% = 2.67	D- 60-62% = 0.66
C+ 77-79% = 2.34	F 59% and below = 0.00

## **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.

### **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.

### **Computers**

Students are required to have a "Computer Usage" agreement signed and returned before using the Moberly Middle School computers. 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. 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.

### **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.

### **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.

### **Office Visits**

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

### **Organizations**

Information about these organizations is available in the office.

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

### **Promotion/Retention**

At Moberly Middle School the teaching team of the student, the principals, and the counselor will determine promotion and modification of educational programming or placement of the student. When appropriate, a special education teacher will be included in this process. The school holds the right to make the decision for the best educational setting for a student.

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 modification of educational programming or placement. 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 modification of educational programming or placement.

### **Appeal Process**

The final recommendation on student promotion/educational programming modification will be made by the Teacher Support Team to the school administration. Student promotion/educational programming modification 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/educational programming modification from the Teacher Support Team.

### **Residency**

Proof of residency/address will be required at the time of enrollment and at the beginning of each school year. Proof of address in the form of a recently dated utility bill, a newly signed lease agreement, signed purchase agreement/closing statement, or a current Drivers License are the only documents that are acceptable.

### **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.

### **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.

### **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.

### **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.

## **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.

## **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.

## **Transfer from Unaccredited School/Home Instructional Program**

Should a student present records and/or credit from an unaccredited school, or home instructional program, the building principal shall place the student according to an evaluation based upon the student's chronological age, previous education records, current psycho educational and achievement tests, criterion referenced tests, and other educational data pertinent to the assignment of the student. The principal will also consult the student's parents/guardians. A student received as a transfer from any unaccredited school or home instructional program shall not be placed permanently in a grade or program of study until the student can be evaluated by the building principal and other appropriate professional staff members.

## **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.

## **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.

## **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

	CLASSROOM	HALLWAYS	CAFETERIA	RESTROOMS	GYM	BUS
<b>Behavioral Expectations</b>  <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> </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>★ Put a lock on your locker!</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.

Students are not eligible to attend any school functions until any suspension is completed.

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 typically the maximum allowable AAEP. After ten (10) days, building administrator can use discretion for most appropriate placement of consequence.

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.

Seclusion, Isolation, and Restraint in response to emergency or crisis situations: See Board Policy JGGA at <http://www.moberly.k12.mo.us> or call Central Office 660-269-2600.

## Expulsion

An expulsion means that the student is removed from school for an indefinite period of time until the student is reinstated by the local board of education. School boards have the authority to immediately remove a student upon a finding by school officials that the student poses a threat of harm as evidenced by prior conduct. Among other things, the board may base its determination on past disciplinary actions taken and the student's criminal or juvenile record. A school board may also suspend a student who has been charged with, convicted of, or pled guilty to a felony criminal violation in a court of general jurisdiction whether or not the violation occurred on or off school premises. In the above-mentioned situations, the board must afford the student a hearing before rendering its decision. State statute requires that a student who has been determined to bring a weapon to school shall be suspended for not less than one year, or expelled. **BOE Policy JED**

## Student Dress Code

The Moberly Public School District encourages all students to dress in a manner that promotes self-respect and safety and is appropriate for regular school day attendance or during extracurricular activities/event.

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 violent 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. Holes in jeans/pants must be below student's fingertips, have patching, or a garment (leggings) worn under the Jean/pant.
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, sunglasses, and other forms of headgear shall not be worn within the school building and are to be removed upon entering the building except with respect to students and necessary to protect first amendment protection of religion expression.
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 violent activity;
  - f. Pajamas & Slippers;
  - g. Chains

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.

### **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 an office discipline referral. 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 2:50 p.m. - 3:15 p.m. Failure to serve a principal's detention will result in a day of AAEP being assigned.

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

1. Students are to report to a Principal's Detention at 2:50 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 electronic devices or 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. Ten (10) days per school year is typically the maximum allowable AAEP. After ten (10) days, building administrator can use discretion for most appropriate placement of consequence.

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 7:40 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 and Cell Phones**

Because of the disruptive nature and the financial responsibility of recreational objects such as, wallet chains, music players, computer games, laser pointers, water guns, silly string, and white out, etc. We ask that students not bring these items to school. Students are encouraged to keep cell phones powered off and placed in locker unless teacher or staff directs otherwise. If a cell phone is seen in use during the school day, it will be confiscated. There also may be appropriate times for a student to bring earbuds/headphones to school, which will be upon teacher discretion. 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 offense will result in discipline.

2nd referral- Parent/Guardian can pick up the phone/item at the end of the day in the MMS office.

3rd referral- Parent/Guardian can pick up the phone/item at the end of the day in the MMS office and a principal's detention will be assigned.

4th referral- Parent/Guardian can pick up the phone/item and the end of the day in the MMS office and AAEP will be assigned.

## 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 between (per mid-quarter)	5 = Warning	6 = Lunch Detention	7 & 8 = Detention Loss of locker	9+ = discipline deemed appropriate by administrator
Tardies (late to school)	3 = Warning	4 = parent contact	5 = Detention	6+ = discipline deemed appropriate by administrator
Instigating a fight	1 AAEP	2 AAEP	1 OSAAEP	2 OSAAEP
Filming a Fight	3 OSAAEP	5 OSAAEP	7 OSAAEP	10 OSAAEP
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 1 to 3 days of AAEP
Cafeteria Misconduct/Littering	Assign Seat 5 days	Assign Seat 10 days	1 AAEP	2 AAEP
Possession of Tobacco/Tobacco Products	2 OSAAEP	3 OSAAEP	5 OSAAEP	7 OSAAEP
Racial Harassment	3 days OSAAEP	5 days OSAAEP	7 days OSAAEP	10 days 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	Principal discretion			
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	Principal discretion			
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.

## **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.

The amended bullying definition: “Bullying” means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. “Cyberbullying” means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

To view the full policy, see Policy JFCF.

## **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.

## **Interview with Police or Juvenile Officers/Children's Division/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student. Policy JFG

## **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 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 Apple Bus Company 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, drug (other than epi-pin, when approved in advance by the principal), drug, or alcohol (in any amount) and/or paraphernalia	Loss of bus privileges and school discipline		
Not is assigned seat, out windows, eating or drinking, talking loudly, yelling, distracting noises	Warning and parent contact	5 days loss of bus privileges	10 days loss of bus privileges
Conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Harassment and bullying	5 days loss of bus privileges and school discipline	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Vulgar/cursing, inappropriate language on bus or bus stop	Warning and parent contact	5 days loss of bus privileges	10 days loss of bus privileges
Sexual contact	Loss of bus privileges and school discipline		
Weapons as defined in handbook	Loss of bus privileges and school discipline		
Vulgar/cursing language at driver, threat to driver	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline	
Tobacco possession	5 days loss of bus privileges	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Fighting, tobacco use, and violent physical contact	Loss of bus privileges and school discipline		
Throwing an object(s) out of a bus window	Loss of bus privileges		
Vandalism	Loss of bus privileges until restitution made for repairs/ replacement and school discipline	+5 days loss of bus privileges and school discipline	+10 days loss of bus privileges and school discipline
Horseplay, disrupting conduct	1 day loss of bus privileges	3 days loss of bus privileges	5 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
Signing in under another student's or using another student's login	Computer restriction-3 school days	Principal's Detention + 5 days computer restriction	1 day of AAEP + 15 days computer restriction
Attempting to evade school filtering	Principal's detention + 30 days computer restriction	1 AAEP + 60 days computer restriction	2 AAEP + 90 days computer restriction
Instant Messaging, Blogging and being on social media (not under teacher direction), and chatting	3 days computer restriction	Principal's detention + 5 days computer restriction	1 AAEP + 15 days computer restriction
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.**

## District Information

### **PIRC- Missouri Resources for Parents and Families**

The Missouri PIRC (Parental Information and Resource Center) provides statewide impact, with administrative offices in St. Louis and Kansas City, early childhood services offered in each school district in the state coordinated by a national center based in St. Louis, K-12 training and technical assistance based in Jefferson City, and toll-free hotline for parents based at the state's largest university.

The Missouri PIRC, grounded by the six PIRC quality indicators, delivers parental support services in a systemic manner. The Missouri PIRC organizational structure assures a statewide impact that engages increasing numbers of parents in Missouri's 641 Title I schools.

Please visit the following websites for further information on these resources: <http://www.missouri-pirc.org/> or <http://www.nationalpirc.org/directory/MO-32.html>.

### **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.

### **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.

### **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.

## **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, sexual orientation 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.

### **Procedures for Students Claiming Discrimination on the Basis of Race, Sex, Creed, Color, Age, National Origin, or Handicap**

**Informal Procedures**

1. Verbal communications of alleged discrimination shall be made directly to the teacher or other school employee directly involved.
2. Unresolved complaints may be taken directly to the appropriate building administrator after a reasonable time.
3. Complaints not resolved in the informal stages may be presented as formal charges.

## **Formal Procedures**

1. Students, accompanied by parents, may present discrimination complaints in writing to the school principal. Students and parents or legal guardians must sign written complaints. Written complaints must include the following information: date of filing, description of alleged grievances, and the names of the school staff involved.
2. Upon receipt of formal complaint the Principal will:
  - a. Forward copies of the complaint to the Superintendent of Schools.
  - b. Make a decision and notify the student, parents, and Superintendent of Schools of that decision no later than ten (10) days following the filing of the formal complaint.
3. Students and parents or legal guardian may appeal the decision of the building principal to the Superintendent of Schools. The parents and students may arrange a conference with the Superintendent of Schools at their earliest convenience. Parents and students may appear together and present their written report of the decision of the building Principal. Notification of the action taken by the Superintendent will be given in writing to the students, parents, and Principal within five (5) school days of this conference.
4. Students and parents may appeal the decision of the Superintendent of Schools to the Board of Education by notifying the Superintendent of Schools of their intent and by appearing before the Board of Education at the next regularly scheduled or special called meeting. The hearing before the Board of Education may be conducted in Executive Session upon the request of either the Board of Education or the parents and students with the complaint.

## **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 Allison Archibeque, Director of Special Services and Homeless Coordinator, at (660) 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 Allison Archibeque, Director of Special Services, at: 926 Kwix Road, Moberly, Missouri, 65270-3813, (660)269-2693.

## **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.

## 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.

## Programs for English Language Learners

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

### Definitions

*Language Minority (LM)* – Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student’s language background and not on proficiency.

*Limited English Proficiency (LEP)* – Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student’s English language proficiency.

*English Language Learner* – Refers to an LM student with limited English proficiency.

*English for Speakers of Other Languages (ESOL)* – An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

5. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
6. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
7. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

*Bilingual Education* – An instructional approach that explicitly includes the student’s native language in instruction. This approach requires an instructor fluent in the student’s native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

*Child* – Any individual age 3-21.

*Parent* – Parent, legal guardian or person otherwise responsible for the child.

*Language Instruction Education Program* – An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child’s native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is the director of special services.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

*BOE Policy IGBH*

### **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.

All students have twenty (21) minutes to eat lunch. They will go to lunch at the same time as their fifth (5<sup>th</sup>) 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 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 breakfast will be \$0.75 and lunch will be \$1.35 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 encourage to not to bring soda and are not allowed to bring energy drinks to school.
11. Do not have pizzas or other foods delivered to the office.
12. If parents are bringing in take-out for lunch, please bring it for only your student (not others or large groups). School staff reserves the right to deny if it becomes a problem in the learning environment.

### **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.

## **Health Services**

### **Immunizations**

State Law requires all students meet the immunization standards established by the Missouri Department of Health in order to enroll in and attend school. (MO State Law Section 210.003 RSMO, 19CSR 20-28.040, 19 CSR 20-28.010, Sections 167.181 and 192.006.1.) Required immunization schedules are posted on the Health Services section of the Moberly Public School website. If you need additional information about immunizations, please contact your school nurse or local Public Health Department.

For school attendance at Moberly Public School District, required child immunizations are: DPT, Polio, Measles, Mumps, Rubella (MMR), Hepatitis B and Varicella.

**School Age Children (K-12):** Missouri State Law, Section 187.181, RSMo 19 CSR 20-28.010 Immunization Rule requires school age children to be appropriately immunized or exempted in order to enroll in or attend school.

**Preschool Students:** Missouri State Law, Section 210.003 RSMo 19 CSR 20-28.040 Immunization Rule requires children to be appropriately immunized or exempted in order to enroll in or attend school.

## **Student Health Information**

The Health office maintains copies of student health forms required by the district's Health Services Department. This includes the Health History form which is distributed in registration packets and required for parent(s)/guardian(s) to fill out annually. Medical history noted on the Health History form may require further documentation. Physician documentation (including an Emergency Action Plan) is required for all significant diagnoses such as: Asthma, Life-threatening Allergies, Seizure, Diabetes, and others. Please be advised that without this necessary documentation, we cannot ensure proper care for the health and safety of your child at school unless the forms are filled out properly and returned annually.

## **Student Health Screenings**

Screening is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screenings for the following health conditions will be conducted on various grade levels as per Missouri Department of Health Guidelines: Vision, Hearing, Scoliosis, Growth (height, weight, body mass index) and dental. Screening will be performed through the Health Services Department. In addition, blood pressure screenings are sometimes conducted. Screenings will be performed during the current school year as time and resources permit. Parents/Guardians will receive a written notice for children whose results require follow up with a physician. Those not receiving a notice should consider their child's screening results to be normal. Rescreening and follow-up is done after mass screenings have been completed and is coordinated with the school calendar as time and resources permit. Parents/Guardians may exclude their child from any screening by notifying the school nurse in writing by the last day in August of the said school year.

## **Health Room Guidelines**

A Registered Nurse oversees health care for students at Moberly School District. Students who are injured or become ill at school will be sent to the health office for observation. Many common minor illnesses and injuries can be managed in the school setting. Parents/Guardians of students who require specific health plans or procedures must communicate and provide documentation to the school nurse or health aide prior to the student attending school.

### **Illness**

Students experiencing an illness at school are to report to the school nurse. Most common health ailments can be managed in the school setting. Students with a specific plan of care or treatment plan must submit a HealthCare Action Plan to the school nurse.

Parents/Guardians may bring over-the-counter medications for the nurse or health aide to store and dispense to treat common health complaints like headache, pain, stomach upset, cough and congestion.

If there is a concern of a communicable disease, the child may be verified home at the discretion of the nurse or health aide under the following circumstances:

- A temperature of 100 degrees or greater
- Other ongoing symptoms of illness or discomfort after consultation with the school nurse or health aide

To decrease the spread of communicable diseases, students may not attend school if they exhibit one or more of the following symptoms during the previous 24-hour period:

- A temperature of 100 degrees or greater (without medication given to reduce fever) who also exhibit symptoms of illness

- Other ongoing symptoms of illness after consultation with the school nurse or as deemed necessary by a physician or primary care provider

### **Communicable Diseases**

Moberly Public Schools follow the Missouri Department of Health and Senior Services Communicable Disease guidelines. For any questions, contact the school nurse or the local Public Health Department.

### **Injuries**

All school related injuries requiring medical attention or causing absence from school are to be reported to the school nurse. Parents/Guardians will be notified of injuries involving their children. For minor injuries of children in grades Kindergarten through Fifth grade, a written note will be sent home with the child. For moderate or greater injuries, the parent or guardian will be contacted as soon as possible.

If needed, the nurse or trained district personnel will provide appropriate first aid and emergency treatment and contact Emergency Medical Services (EMS) 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 the care.

### **Medication**

The administration of medication at school, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act along with the Missouri Safe Schools Act. Moberly Public Schools will only administer necessary medication that cannot be given on an alternate schedule. A registered nurse will review all medication requests presented for administration at school. 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. Appeals will be reviewed by the Health Services Coordinator in collaboration with the Assistant Superintendent of Special Services and the school building principal.

**Medication Procedure-** Medication should be given at home whenever possible. Most medications prescribed for 3 times a day or less can be given before the child leaves for school, when the child gets home from school and at bedtime. If medication is to be given during the school day, the following procedures will apply:

- All Medications
  - The Parent Permission to Administer Medication at School form must be completed, signed, and returned to school with the medications by a parent or authorized adult. Students may not possess or self administer medication while on District grounds or transportation and during District activities unless they have obtained appropriate authorization by the school nurse, parent, and physician per the Missouri Safe Schools Act.
  - All medication (including cough/throat lozenges) is kept in the nurse's office at all times.
  - The Registered Nurse, using her professional judgment and in consultation and authorization with the parent, may allow select students to carry their own inhalers, insulin and epinephrine auto-injectors. A physician will need to provide a written treatment plan and authorization for students to carry such medication at school. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996.
- **Prescription Medications:**
  - All medicine must be in the original and current prescription bottle. The pharmacist can provide an extra labeled prescription bottle for school doses.
  - The prescription label must contain the child's name, name of the medicine, dosage, and directions.
  - The first dose of any medication should be given at home.
  - Any changes to a medication dosage must have an updated Parent Authorization to Administer Medications at School form and the updated prescription label with the medication.

- Parents/Guardians will receive a medication refill schedule when medications are authorized for administration at school. It is the parents/guardians responsibility to maintain a supply of ordered medications at school.
- Should your child require controlled pain medication at school, the parent must meet with the Registered Nurse to develop an Individualized Health Plan in order to ensure a safe and appropriate plan of care.
- **Non-prescription/Over-the-Counter Medications** [acetaminophen, ibuprofen, cold, cough medicine, cough/throat lozenges, etc]:
  - Medication must be in the original container clearly labeled with the student's name and accompanied by the completed Parent Permission to Administer Medications at School form.
  - No medication will be given past the expiration date on the container.
  - Medication will only be administered per label directions.
  - Due to the risk of dangerous side effects from long term use of medication, a physician's order may be required if the student needs to take more than 25 doses of any combination of non-prescription medication in a given school year.
  - Medications and supplements not approved by the Federal Drug Administration (FDA) require written authorization from the parent and physician.
- **Injectable/Inhaled Medications** [for asthma, allergies, diabetes, life threatening allergies to bee stings or certain food]
  - If a medical condition exists requiring injectable or inhaled medication, whenever possible, the student should self-administer the medication.
  - In an emergency, the nurse or trained personnel will follow the individual student's Emergency Action Plan.
  - A current prescription label and written care plan from the physician along with written parent authorization is required for the administration of all injectable medication or for a student to self manage and administer medication for a life threatening chronic health condition.
  - All inhalers must be label with a prescription label, or the inhaler must be carried in the prescription box with the child's name legibly written on the inhaler.
- **Emergency Medications:**
  - Each school building is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse or trained personnel and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication is not readily available. District stock epinephrine remains in the nurse's office at all times. Written standing orders will be obtained annually from the District's consulting physician for the administration of epinephrine in emergency situations.
- **End of the Year Procedures for medications in the Health Office.**
  - Medications must be picked up by a parent or responsible adult prior to the end of the school day on the last day of the school year. Medications left in the Health office will be destroyed according to standard procedure.

### **Pediculosis (Head Lice)**

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

Moberly School District does not perform routine, regularly scheduled school-wide screening for head lice with the exception that the Kindergarten- Second grade population will be screened upon return to school from periods of closure greater than five (5) days.

Additional screenings may occur when two or more cases of live lice are identified in the same classroom. The Registered Nurse may screen any student when deemed appropriate and necessary.

**Students with live lice:** When live lice are found on a student, all other known students attending Moberly School District living in the identified child's household will be screened for the presence of live lice. The parent/guardian will be notified of which student(s) to pick up.

The parent/guardian must meet with the Registered Nurse or Health aide before the student is sent home. Instructions in current treatment and eradication methods will be reviewed with school staff and signed by the parent.

*Exclusion of the student(s) identified with live lice will not exceed 24 hours.* Students must be rescreened for lice with a parent/guardian present prior to returning to the classroom setting. An additional rescreening will be conducted 6-10 days following the original identification of live lice.

Should live lice be found during the rescreenings, then the instructions, eradication, exclusion, and rescreening will be repeated until such time as there are no live lice on the student.

**Students with lice eggs without live lice:** Students identified with head lice eggs (commonly referred to as 'nits') will not be excluded from school. Parent/guardian will be notified and instructed in lice egg removal techniques.

Students will be rescreened every 5 days until no lice eggs are found for 3 screenings.

Parents/guardians of students identified with live lice or eggs for a third time may be referred for case management by Moberly School District Registered Nurse, Counselor and Resource Coordinator. For subsequent identification of live lice or eggs, the matter will be referred to building administration and may be reported to Missouri Social Services, Children's Division for review and intervention.

Confidentiality of student(s) will be maintained in accordance with FERPA and Board Policy.

Prevention education will be distributed to families throughout the school year.

## **Student Allergy Prevention And Response**

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen.

Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing and attendance. Further, healthy students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

### **Identification**

Each school will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

## **Prevention**

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any Section 504 plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing Section 504 plan or IHP/EAP will be disciplined, and such discipline may include termination.

Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in district instructional areas, non-ventilated spaces or if otherwise determined by the administration. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

## **Education and Training**

All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices.

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, signs and symptoms of allergic reactions; information on avoiding allergens; and simple steps students can take to keep classmates safe.

## **Confidentiality**

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will not be shared with students and others who do not have a legitimate educational interest in the information unless authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

## Response

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's Section 504 plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

## School Health and Wellness Advisory Council (SHWAC)

SHWAC is a district advisory council. It is made up of parents, students, community members, and school staff working together to improve the health of all students and families through coordinated school wellness programs. A Coordinated School Wellness Program utilizes personnel, agencies, and programs, both in and out of the school building, which relate to student and staff wellness and success in school. For information on becoming a member, please contact a Moberly School District Administrator or the Health Services Coordinator.

SHWAC generally meets the first Thursday of the month during the school year. The date, time, and location will be available on the District website [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us) or contact the Moberly School District Health Services Coordinator.

## Searches and Seizures

If the Moberly School District Administration has a reasonable suspicion to suspect that a student has contraband and/or an object that is deemed as a danger to self or others, the District has the responsibility to search the student's belongings and person. The search will be conducted in the presence of a witness and in a manner that does not draw undue attention to the situation. **Refer to BOE JFG**

## Inappropriate Sexual Conduct

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."

## Registered Sex Offenders

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or *nolo contendere* to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 568.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy. See Board of Education Policy KK.

### **Inappropriate Conduct on Basis of Other Prohibited Categories**

In addition to freedom from inappropriate sexual/gender-based conduct, students at the Middle School should also be free of discrimination, harassment, and all other inappropriate conduct on the basis of all other legally protected categories, including: race, color, religion, national origin, age, and disability.

Students who believe that they (or others) are being subjected to conduct that could constitute discrimination, harassment, or any other type of inappropriate conduct on the basis of race, color, religion, national origin, age, and disability should consult the District's Nondiscrimination Compliance Statement provided previously within this handbook, the grievance policy AC-R set forth in this handbook, and/or the District's compliance coordinator below:

Coordinator for Title VI  
Dr. Jason Whitt  
Assistant Superintendent  
Moberly School District  
926 KWIX Road  
Moberly, MO 65270-3813  
Phone: (660)269-2600

Coordinator for IDEA, Section 504, and ADA  
Mrs. Allison Archibeque  
Director of Special Services  
Moberly School District  
926 KWIX Road  
Moberly, MO 65270-3813  
Phone: (660)269-2693



## **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.

## **Sex Discrimination (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.

## **Student Initiated Group Use Of District Facilities**

Pursuant to the Equal Access Act, secondary schools of the district will provide an opportunity for student-initiated non-curricular groups to conduct meetings or activities on district property to the same extent that the district allows other non-curricular student groups to meet on school premises during non-instructional time. Student-initiated non-curricular groups will not be denied access on the basis of religious, political, philosophical or other content of speech at such meetings or activities. The superintendent or designee may create administrative procedures to govern the use of district facilities by student-initiated non-curricular groups. Community use of district facilities is governed by policy KG. See Board of Education Policy IGDA.

## **Distribution Policy of Non-Curricular Literature/Printed Materials by Students**

All students should notify and have the building administration's permission before handing out any non-curricular literature or printed materials.

## **Video Surveillance Policy**

Video surveillance occurs on school property and busses throughout the Moberly School District. Students or staff in violation of school policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and/or referred to law enforcement agencies.

## **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.

### **Visitors**

All parents/ guardians are required to report to the office upon entering the building. **Parents wanting to observe a class must schedule a time and be accompanied by an administrator.** 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.

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.

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose. Students are not to bring visitors to school.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.





Schedule/Assignment Log

Subject/ Assignment	Subject/ Assignment	Subject/ Assignment	Subject/ Assignment	Subject/ Assignment	Subject/ Assignment	Subject/ Assignment
Example: Essay due, LAI 8/22/08						