

Student Handbook 2020-2021

Montgomery County R-II Middle School

418 N. Hwy. 19
Montgomery City, MO 63361
(573) 564-2253

Home of the Wildcats



TABLE OF CONTENTS

Staff	3	Wildcat PuRR Matrix	18
Mission, Vision and Guiding Questions	5	Dress Code	19
Bell Schedule	6	Medical Policies	19
Arrival/Departure Procedures	6	Medication Guidelines	20
Meal Policies and Procedures	6	Nondiscrimination Notice	21
Nurse Procedures	7	Tobacco-Free District	21
Positive Behavior Intervention and Supports	7	Directory Information	21
Telephone	7	Searchers by School Personnel	21
Valuables/Lost and Found	8	Special Services	21
Visitors	8	Student Photo/Video Usage	21
Discipline Policies	8	Statewide Assessment	22
Parent Conferences	8	FERPA Rights	22
Detention	8	Attendance Policies and Procedures	22
In-School Suspension	8	School Sponsored Activity Requirements	23
Out of School Suspension	9	District Attendance Expectations and Procedures	23
Tardy Policy	9	Absences (Pre-arranged & leaving early)	23
Food and Drink	9	Make-up work	23
Electronic Devices/Disruptive Materials	9	Perfect attendance	24
Video/Audio Recording	10	Extra Curricular Policies	24
Backpacks/Bookbags and Purses	10	Grading Policies and Procedures	24
Student Code of Conduct	10	Retention	24
Facilities/Equipment	15	Transportation	25
Chromebook	15	Public Notice: Special Education & 504	26
Locker Usage Contract	16	Alternative Methods of Instruction	28
Major/Minor Flowchart	17	Food Service Management- (Meal Charge)	29

SCHOOL PERSONNEL

ADMINISTRATION

Dr. Tracy Bottoms, Superintendent of Schools
 Jocelyn Schluss, Assistant Superintendent
 Kala Buck, Middle School Principal, kbuck@mc-students.org
 Jill Jacob, Middle School Assistant Principal, jjacob@mc-students.org
 Charlotte Miller, Director of Special Education, cmiller@mc-students.org
 Adam Falloon, Athletic Director, afalloon@mc-students.org

OFFICE PERSONNEL

Shari Noe - Secretary, snoe@mc-students.org
 Jamie Galarza – Secretary, jgalarza@mc-students.org
 Vickie Biggs-Nurse, vbiggs@mc-students.org

MIDDLE SCHOOL FACULTY & STAFF

Basinger, Joe jbasinger@mc-students.org	7th Grade Business
Betke, Sheri sbetke@mc-students.org	7th Grade Mathematics
Chapman, Beth bchapman@mc-students.org	Library Media Specialist
Dillon, Casey cdillon@mc-students.org	Band
Dyer, Dustin ddyer@mc-students.org	6th/7th Grade Social Studies
Falloon, Richele rfalloon@mc-students.org	7th Grade Business
Gowin, Ginia ggowin@mc-students.org	8th Grade English Language Arts
Graves, Justin jgraves@mc-students.org	Boy's Physical Education
Harris, Lori lharris@mc-students.org	7th Grade English Language Arts
Hasekamp, Cody chasekampe@mc-students.org	8th Grade Mathematics
Healy, Kate khealy@mc-students.org	6th Grade English Language Arts

Hogue, Kiristie khogue@mc-students.org	6th/7th Grade Science
Jordan, Colleen cjordan@mc-students.org	7th/8th Grade Social Studies
Kluesner, Jamie jkluesner@mc-students.org	6th/7th Grade Health
LaBrier, Lyndsey llabrier@mc-students.org	Special Education
Lavy, Becky blavy@mc-students.org	Counselor
Leu, Rachel rleu@mc-students.org	I.S.S./ 8th Grade Health
Mayberry, Catherine cmayberry@mc-students.org	Family and Consumer Science
Muller, Harmony hmuller@mc-students.org	Art
Poggas, Sam spoggas@mc-students.org	Special Education
Resimius, Erin eresimius@mc-students.org	6th Grade Mathematics
River, Kista kriver@mc-students.org	Project Lead the Way
Rodgers, Chasity croddgers@mc-students.org	Girl's Physical Education
Rodgers, Jessica jroddgers@mc-students.org	Special Education
Smith, Whitney wsmith@mc-students.org	7th/8th Grade Science
Sullivan, Amanda asullivan@mc-students.org	Introduction to Agricultural
Walton, Pam pwalton@mc-students.org	Vocal Music

Montgomery County R-II Middle School

Mission Statement: Lifelong Learners, Productive Citizens

Vision Statement: Learning Today for a Better Tomorrow

The vision statement serves as the blueprint for improvement and the benchmark by which we evaluate our progress.

Academic Excellence:

Maintain high expectations
Engages in the mastery of challenging curricula
Approaches academic performance with confidence and integrity
Utilizes current technological advantages

Faculty and Staff:

Inspires lifelong learners
Contributes to school and community
Commits to professional improvement
Ensures academic success

School Climate:

Celebrates success
Demonstrates mutual respect
Ensures a safe and positive environment

Parent/Community:

Supports student learning
Utilizes lines of communication
Demonstrates pride in our school and community
Remains informed

Student:

Focuses on learning
Willing to take positive risks
Accepts personal responsibility
Recognizes mistakes as opportunities

Administration:

Shares decision making
Leads by example
Promotes the vision

The vision statement represents a collaborative effort of the administration, faculty and staff, parents, community members and students.

Montgomery County R-II Guiding Questions

What do we want our students to know and be able to do?

How will we know when they have learned it?

What will we do when students are not learning or being successful?

What will we do when students already know the material and are being highly successful?

Middle School Bell Schedule

7:30 - 7:45 - Students in the gym and cafeteria
7:45 - 7:56 - Students report to home room
8:00 - 8:57 - 1st hour
9:01 - 9:58 - 2nd hour
10:02 - 10:59 - 3rd hour
11:03 - 12:21 - 4th hour
 1st lunch shift 11:05 - 11:26 (7th grade)
 2nd lunch shift 11:33 - 11:54 (8th grade)
 3rd lunch shift 12:00 - 12:21 (6th grade)
12:25 - 1:22 - 5th hour
1:26 - 2:23 - 6th hour
2:27 - 3:24 - 7th hour
3:28 - 3:50 - 8th hour

DAILY PROCEDURES

ARRIVAL AND DEPARTURE: Regular school hours are from 7:30 a.m. to 4:00 p.m. Tuesday through Friday with the first class starting at 8:00 a.m. **Students are not to be in the building before 7:30 a.m. unless they ride a bus or have specific permission from a teacher who is responsible for supervising those students.** Students should leave the building at the end of the school day unless participating in a supervised after-school activity, or they are requested to stay and are supervised by a teacher. **Students should be checked in at the office by a parent if they arrive after the start of classes, and are to be signed out at the office if they leave during the school day.**

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

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

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

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

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

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

LIBRARY MEDIA CENTER: The library is open before school and during the school day for student use except during 3rd and 6th hours when the librarian is teaching a class. Students may come into the library during the day with a pass from a teacher.

MEAL POLICIES/PROCEDURES:

Breakfast will be served starting at 7:30 a.m. daily. Lunch will be served in three scheduled lunch periods. Breakfasts are \$2.50 and lunches are \$3.00 Milk is \$0.45

Money for the student's lunch account should be placed in an envelope with the student's name, date, and dollar

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

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

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

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

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

PASSES: If a student is in the hallway while classes are in session, the student must have a pass from the staff member responsible for the student at that time. If a student must use a hall pass, the student should go directly to the destination specified on the hall pass and then return directly to class. If a student abuses the hall pass privilege, then that student will not be allowed any more hall passes. Students out of class without teacher permission or in an area of the building they did not have specific permission to go will be considered truant and disciplined accordingly.

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

The Principal's 100 is a positive behavior reward/acknowledgment system whereby staff members 'catch' students being Positive, Respectful and Responsible (Wildcat PuRR). Staff members award students a coupon for PuRR behavior, which is turned into the office, traded in for a number, and entered into a bingo contest. Once a "bingo" occurs, winners are rewarded, the board is cleared, and all student coupons go into a container for an end-of-semester drawing for prizes.

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

RESTROOMS: Students should use the restroom during the four-minute passing time between classes. Students issued a pass by a staff member to use the restroom should walk to the closest restroom from the classroom they are leaving. Cell phone use is prohibited in restrooms and locker rooms. The locker rooms are for use only during physical education periods. Students are not permitted to enter the locker rooms except during their scheduled physical education class.

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

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

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

DISCIPLINE POLICIES

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

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

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

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

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

DETENTION: Students behaving inappropriately may be assigned detention before or after regular school hours or during lunch. Failure to attend detention or comply with detention rules may result in additional detentions or suspension. Afternoon detention will be served from 4:00 -5:00 p.m. Lunch detention will be served during the student's lunch shift. They will report to the AR room, with their lunch. They are prohibited from talking to other students. Students must arrive at the detention site, with all necessary assignments and reading materials, by the starting time, or the detention will not count. No talking, sleeping, restroom use.

IN-SCHOOL SUSPENSION: In-School Suspension (ISS) is the assignment of a student to a self-contained classroom situation for a specific period of time in response to student misbehavior. It gives the student a chance to continue the learning process through the productive use of the allotted time. ISS will be used to cover offenses that require more than a reprimand but may not demand suspension from school or expulsion. The student who is in ISS

will not be allowed to participate in normal school day procedures. Visiting and sleeping are not allowed. Students are to work on class assignments and other educational activities.

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

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

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

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

- First Tardy: Conference with the principal
- Second Tardy: Conference with the principal
- Third Tardy: 10 minutes lunch detention
- Fourth Tardy: 10 minutes lunch detention
- Fifth Tardy: lunch detention
- Sixth Tardy: lunch detention
- Seventh and Subsequent Tardies: Student hallway privileges revoked

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

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

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

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

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

electronic device privileges. Devices used by students to access district wireless must follow acceptable use district policies. Failure to do so may result in loss of privileges for accessing district wireless technology.

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

NETWORK, INTERNET AND COMPUTER ACCEPTABLE USE POLICY (AUP): Computers are available at the Middle School and their use may be required for certain courses and projects. Use of the Internet requires parent permission and student commitment to proper use. An Internet information and permission form is sent home at the beginning of each school year and must be signed by parents and students before Internet use will be permitted. Violating the terms of the agreement could result in loss of computer privileges and possible punishments including suspension. Devices used by students to access district wireless must follow district acceptable use policies. Failure to do so may result in loss of privileges for accessing district wireless technology with personal devices.

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

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

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property. It is the policy of the Montgomery Co. R-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

*For the most up-to-date board policies regarding Student Discipline, see our district website: www.mc-wildcats.org
The School Board Policies are available under District Information. See section JG-R related to Student Discipline.*

- 1) **Academic Dishonesty:** Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.
 - a) First offense: No credit for the work, grade reduction, or replacement assignment, detention or in-school suspension
 - b) Subsequent Offense: No credit for the work, grade reduction, course failure, removal from extracurricular activities, detention or in-school suspension.

- 2) **Arson:** Starting or attempting to start a fire or causing or attempting to cause an explosion.
 - a) First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
 - b) Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
- 3) **Assault:**
 - a) Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.
 - i) First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - ii) Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - b) Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.
 - i) First Offense: 10-180 days out-of-school suspension or expulsion.
 - ii) Expulsion.
- 4) **Automobile/Vehicle Misuse:** Driving to the Middle School is not allowed.
- 5) **Bullying and Cyberbullying (see Board policy JFCF):** Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posing materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.
 - a) First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.
 - b) Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
- 6) **Bus or Transportation Misconduct (see Board policy JFCC):** Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.
- 7) **Cell Phone Violations:** The school takes no responsibility for theft, damage, or loss of student cell phones. As dependent as students and adults have become on cell phones and electronic devices, these items are prohibited during classroom time and must remain in the student locker. Students may not carry their cell phones with them throughout the day. Students may use their phones up to 8:00 am, any time after 3:50 and during passing periods. During passing periods students may use their phones, at their lockers, to make calls, text, play games or listen to music, as long as this activity is school appropriate. Students are not allowed to play music at a level at which others can hear, take pictures of other students or participate in any other activity that creates a disruption to the flow of hallway movement or that is offensive or harmful to others. Before returning to class students must return their cell phones to their lockers.
 - a) First Offense- Item confiscated and turned into the office. Student may pick it up at the end of the day.
 - b) Second Offense- Item confiscated and turned into the office. Parent must pick it up.
 - c) Third Offense- Item confiscated and turned into the office. 1 hour detention. Parent must pick it up.
 - d) Fourth Offense- Item confiscated and turned into the office. 1 hour detention. Parent must pick it up.
 - e) Fifth Offense- Item confiscated and turned into the office. 1 day ISS. Parent must pick it up.
 - f) Sixth Offense- Item confiscated and turned into the office. 2 days ISS. Parent must pick it up.
 - g) Seventh Offense- Item confiscated and turned into the office. 3 days ISS. Parent must pick it up.
 - h) Any offenses after Seventh Offense it at the administrators discretion.
- 8) **Dishonesty:** Any act of lying, whether verbal or written, including forgery.
 - a) First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
 - b) Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension.

- 9) **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved):** Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.
- a) First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
 - b) Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 10) **Drugs/Alcohol (see Board policies JFCH and JHCD):**
- a) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
 - i) First Offense: In-school suspension or 1-180 days out-of-school suspension.
 - ii) Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
 - b) Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
 - i) First Offense: In-school suspension, or 1-180 days out-of-school suspension.
 - ii) Subsequent Offense: 11-180 days out-of-school suspension or expulsion.
 - c) Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 (c) of the Controlled Substances Act.
 - i) First Offense: 1-180 days out-of-school suspension or expulsion.
 - ii) Subsequent Offense: 11-180 days out-of-school suspension or expulsion.
- 11) **Extortion:** Threatening or intimidating any person for the purpose of obtaining money or anything of value.
- a) First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
 - b) Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 12) **Failure to Care for or Return District Property:** Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.
- a) First Offense: Restitution. Principal/student conference, detention, or in-school suspension.
 - b) Subsequent Offense: Restitution. Detention or in-school suspension
- 13) **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences:** Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is being held. See the section of JG-R of this regulation titled, "Consequences of Suspension, Expulsion, and Other Disciplinary Consequences."
- As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration will be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.
- a) First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
 - b) Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
- 14) **False Alarms (see also "Threats or Verbal Assault"):** Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.
- a) First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b) Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 15) **Fighting (see also, "Assault"):** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- a) First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - b) Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 16) **Gambling-** Betting on uncertain outcomes, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.
- a) First Offense: Principal/Student conference, loss of privileges, detention or in-school suspension.
 - b) Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
- 17) **Harrassment, including Sexual Harrassment (see Board policy AC):**
- a) Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name-calling; or threatening, intimidating or hostile acts based on a protected characteristic.
 - i) First Offense: Principal/student conference, detention, in-school suspension or 1-180 days out-of-school suspension or expulsion.
 - ii) Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.
 - b) Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.
 - i) First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.
 - ii) Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
- 18) **Hazing (see Board policy JFCF):** Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.
- a) First Offense: In -school suspension or 1-180 days out-of-school suspension.
 - b) Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
- 19) **Incendiary Devices or Fireworks:** Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.
- a) First offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.
 - b) Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- 20) **Nuisance Items:** Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.
- a) First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.
 - b) Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- 21) **Public Display of Affection:** Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.
- a) First Offense: Principal/Student conference, detention, in-school suspension.
 - b) Subsequent Offense: Detention, in-school suspension, 1-10 days out-of-school suspension
- 22) **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material:** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to,

pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

- a) First Offense: Confiscation. Principal/student conference, detention, or in-school suspension.
- b) Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension.

23) Sexual Activity: Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

24) Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP):

a) Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Refer to the Montgomery County R-II Chromebook Policy Student Handbook, located on the Montgomery County Middle School website, for specific usage guidelines for the district provided technology resources.

- i) First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension.
- ii) Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

b) Using, displaying or turning on pagers, personal digital assistants, personal laptops or any other electronic devices (personal cell phones are excluded, refer to above cell phone violation section) during the regular school day, class change time, mealtimes or instructional class time, unless it is a part of the instructional program, required by district-sponsored class or activity, or otherwise permitted by the building principal. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency or in accordance with the approved phone restrictions in the building handbooks.

- i) First Offense: Confiscation, principal/student/parent conference, detention, in-school suspension.
- ii) Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

c) Violation other than those listed in (a) or (b) or of Board policy EHB and procedure EHB-R, or any policy or procedure regulating student use of personal electronic devices.

- i) First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
- ii) Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

d) Use of audio or visual recording equipment in violation of Board policy KKB.

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

25) Theft: Theft, attempted theft or knowing possession of stolen property.

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

26) Threats or Verbal Assault: Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

27) Tobacco:

- a) Possession of any tobacco products, electronic cigarettes, vapes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.
 - i) First Offense: Confiscation of tobacco product. In-school suspension.
 - ii) Subsequent Offense: Confiscation of tobacco product. In-school suspension, or 1-10 days out-of-school suspension.
 - b) Use of any tobacco products, electronic cigarettes, or other nicotine delivery products on district property, district transportation or at any district activity. Nicotine patches or other medication used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.
 - i) First Offense: Confiscation of tobacco product. In-school suspension, or 1-3 days out-of-school suspension.
 - ii) Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.
- 28) **Truancy or Tardiness (see Board policy JED):** Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.
- a) First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.
 - b) Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.
- 29) **Unauthorized Entry:** Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
- a) First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - b) Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
- 30) **Vandalism (see Board policy ECA):** Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.
- a) First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - b) Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 31) **Weapons (see Board policy JFCJ):**
- a) Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo,
 - i) First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - ii) Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
 - b) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
 - i) First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
 - ii) Subsequent Offense: Expulsion.
 - c) Possession or use of ammunition or a component of a weapon.
 - i) First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - ii) Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

FACILITIES/EQUIPMENT

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

CHROMEBOOKS: Chromebooks will be distributed during the first week of school, upon collection of yearly technology fee and associated permission forms. Parents & students must sign and return the Chromebook Policy Sign-off and Student Contract document before the chromebook can be issued to their child. Student chromebooks and accessories (charger and carrying case) will be collected at the end of each school year. If a chromebook and

accessories are not returned, the parent/guardian will be held responsible for replacement in full. All school fines are required to be paid.

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

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

Locker Usage Contract

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

Tape or contact paper will not be allowed on the lockers. Any student who violates this clause will be assessed a fine amounting up to fifty dollars (\$50). Messages should not be written on locker doors. Students may hang one or two items on the inside of their door using "Command Strips." A small supply of "Command Strips" may be available for purchase in the Middle School office. No other adhesive may be used. Students who damage their lock or locker in any manner will be assessed restitution at a minimum of fifteen dollars (\$15).

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

1. School safety issues (if illegal items are located, the administration needs to be sure of who occupies the locker).
2. Overcrowding.
3. Damage to lockers and materials.
4. Missing items and books (this is especially a problem when a parent requests books for an absent student and their books are not in their assigned locker).
5. Stealing.
6. Conflicts among students.

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

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

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

1st offense – Principal/Student conference, detention

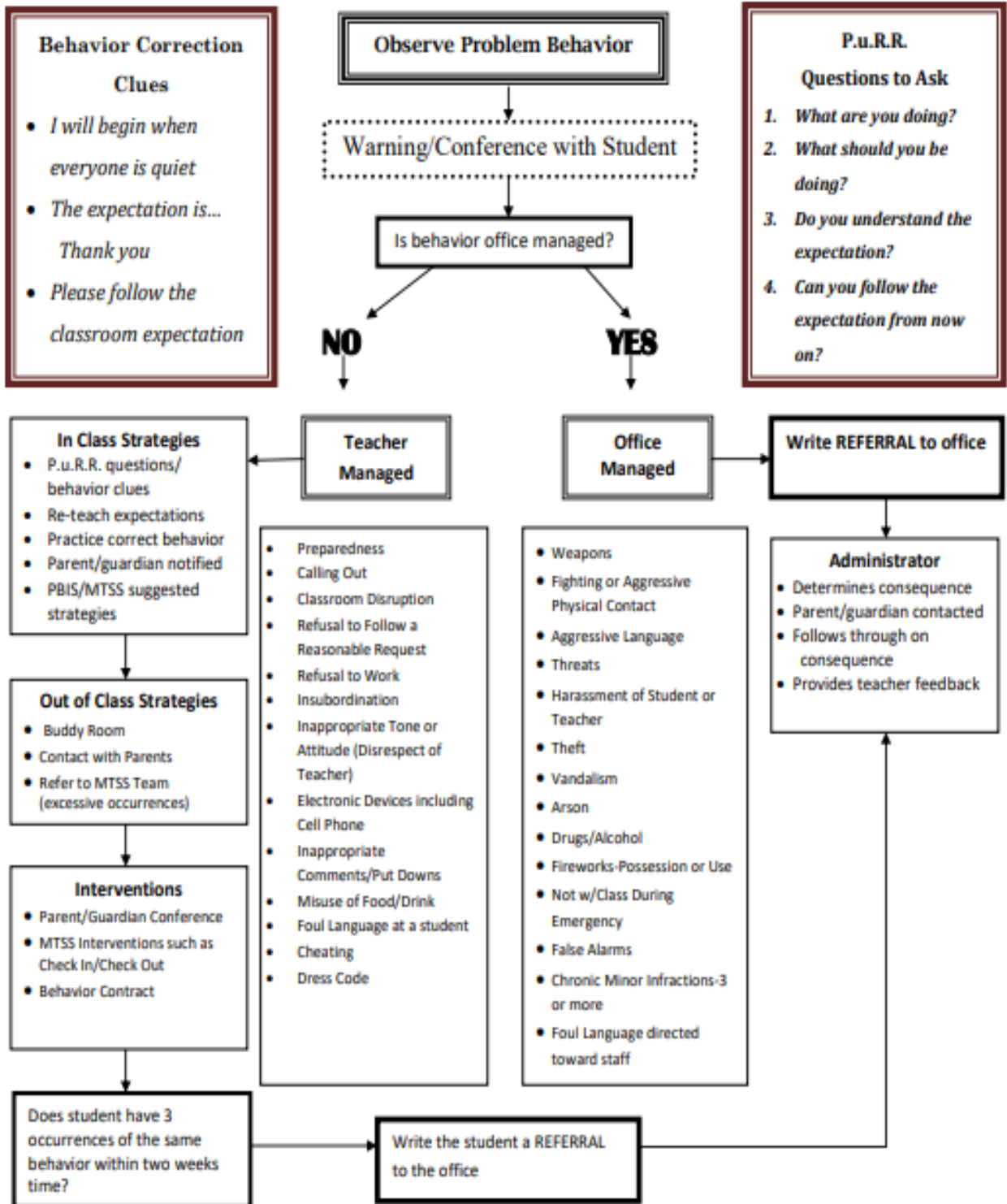
2nd offense –detention or in-school suspension,

3rd offense – in-school suspension, or 1-180 days out-of-school suspension.

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

Middle School PBS Major/Minor Flow Chart

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



WILDCATS PuRR

I am....	All Settings	Classroom	Locker Bays	Hallways/Passways	Cafeteria	Restrooms	Bus
Positive	Show school pride Try your best Be willing to help Believe in yourself Be patient Interact politely Get involved Focus on learning opportunities Be willing to take positive risks Recognize mistakes as						
Respectful	Keep your hands, feet, objects and unkind words to yourself Follow adult directions and rules Choose socially appropriate responses when interacting	Have permission to speak Keep your hands, feet, objects and unkind words to yourself Listen and follow adult instructions the first time Stay focused and on task	Respect other's space and property Keep your hands, feet, objects and unkind words to yourself Use appropriate language and volume Move out of locker bay to visit with friends	Respect other's space Keep your hands, feet, objects and unkind words to yourself Use appropriate language and volume	Be polite to the cafeteria personnel Use appropriate language and volume Use good table manners Eat your own food Use polite behavior while waiting in line	Use facilities appropriately Wait your turn	Use quiet volume when speaking Speak to the driver only if necessary Keep hands, feet, objects, and unkind words to yourself Sit where the bus driver tells you to sit
Responsible	Clean up after yourself Use time efficiently Have necessary materials	Turn in completed assignments on time Sit in your seat unless you have permission to leave Arrive prepared with supplies and books to class Be in your assigned area prepared to being opening activity when the bell rings	Keep a clean locker Open your locker only Keep your belongings in your locker only Move to your assigned area quickly	Move promptly to your destination Stay to the right and go with the flow Pick up after yourself Walk	Know your lunch account number Stay at your assigned table Keep your space and table clean Remain seated until dismissed	Flush Wash your hands Put trash in the trash can Use time efficiently	Remain seated with feet on the floor Get up to exit after the bus has stopped Keep all body parts inside the bus

DRESS CODE

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

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

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

MEDICAL POLICIES

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

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

STUDENT ILLNESS/INJURY: **Students with any of the following symptoms should be kept home from school: vomiting, diarrhea, or fever more than 100 degrees. Your child will be sent home from school if he/she is**

exhibiting these symptoms at school. The child should not return to school until he/she is symptom-free for 24 hours after stopping over the counter medications, such as but not limited to acetaminophen, ibuprofen, imodium or pepto.

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

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

HEALTH SCREENING GUIDELINES: Montgomery County R-II Health Services staff will perform various health screenings on students in grades K-5, 6, 7, and 10. The scheduled date of screenings will appear in newsletters.

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

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

Please read.

District Nurses Medication Guidelines

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

1. For any prescription or over the counter medication to be given at school, the parent/guardian of the student must sign a completed medication authorization form. It is the responsibility of the parent/guardian to inform the school nurse or school personnel of any changes in the student's health, change in medication or if the medication is to be discontinued.
2. Medicine prescribed by a physician or other licensed health professional must have a pharmaceutical label to be accepted at school. Your pharmacist can give you an extra-labeled bottle to use for medicine at school. The bottle should include the following information: student's name, current date, name of medication, the dosage, route, and frequency of administration, and name of prescribing physician or other licensed health professional.
3. Medication brought to school should not normally exceed a 30-day supply. At the end of the school year, all unused, unclaimed medication will be destroyed.
4. Medication must be dispensed from the original container and by the school nurse or school personnel who has received medication administration training. The first dose of medication should be administered at home by parents.
5. It should not be necessary to administer more than one dose of medication during the school day. Your physician may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with the school nurse.
6. For the safety of all students, students may not transport medications to and from school on the school bus or walking to school including over the counter medications and cough drops. Medications **MUST** be brought to school by parent or legal guardian.

7. A physician may recommend that an individual student, with a chronic (potentially life threatening) health condition, assume responsibility for his/her own medication provided the following conditions, asthma, anaphylactic allergic reactions or diabetes, have been met:
 - A. Parents/guardians have reviewed and signed a health care plan designed for the student.
 - B. The student's physician has provided written certification that the student is capable of and has been instructed in the proper method of self-administering the medication.
 - C. Parents/guardians of the student must sign a statement acknowledging the district shall incur no liability as a result of any injury arising from the student's self-administration of medications.

Required forms are available at your child's school.

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

LEGAL MATTERS/ADMISSIONS/STUDENT ENROLLMENT

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

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

DIRECTORY INFORMATION: The school district will, upon request, release "Directory Information" concerning students. This will include the student's name, address, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs, and other similar information. If this type of information should not be released, the parent/guardian must send a signed letter to that effect to the principal.

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

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

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

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

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

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

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue SW; Washington, DC 20202-4605

ATTENDANCE POLICIES AND PROCEDURES

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

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

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

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

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

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

PREARRANGED ABSENCES: If a student and his/her parents or guardians have prior knowledge of an absence, it is suggested that the principal's office be contacted and informed of such absences. This will assure the student that missed work may be made up, and the teachers can give the student the work in advance. Please be sure to check in advance to determine if the absence will be excused.

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

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

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

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

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

EXTRACURRICULAR POLICIES

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

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

GRADING POLICIES & PROCEDURES

STANDARDS REFERENCED GRADING: Students will be assessed on what they have learned in the subject area. Grades will reflect knowledge and mastery of the learning objectives. Students will be allowed to make up missed work for the current grading cycle. Student grades will be averaged based on daily formatives and end of the unit summatives.

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

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

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

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

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

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

TRANSPORTATION

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

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

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

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

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

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

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

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

MONTGOMERY COUNTY R-II PUBLIC SCHOOLS

Dr. Tracy Bottoms
Superintendent

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

Charlotte Miller
Director of Special Services

PUBLIC NOTICE

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

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

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

The Montgomery County R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent or Director of Special Services.

This notice will be provided in native languages as appropriate.

MONTGOMERY COUNTY R-II PUBLIC SCHOOLS

418 North Highway 19
Montgomery City, Missouri 63361-9709
Phone: (573) 564-2278
Fax: (855) 782-8700

504/TITLE II PUBLIC NOTICE

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

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

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

This notice will be provided in native languages as appropriate.

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

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

Administrative Procedure

FOOD SERVICE MANAGEMENT- (Meal Charges)

Descriptor Code: EF-AP(1)

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

Notice

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

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

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

Employees

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

Students

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

Alternative Meals

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

Interventions

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

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

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

Working with Parents/Guardians

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

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

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

Debt Collection

Delinquent Debt

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

Bad Debt

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

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

Records

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

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

Montgomery Co. R-II

Original Issued Date: 09/11/2014

Last Issued Date: 09/13/2019

Nondiscrimination Statement

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

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

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

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

This institution is an equal opportunity provider.

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

Student Name: _____

Grade level: _____

Your initials on each item listed below indicates that you have read and discussed these items with your student. Please sign and date the bottom of this form as well as have your student sign and date. The Student Handbook was emailed to you and can be found on the Montgomery County Middle School website under the “For Parents” section. Paper copies will be provided upon request.

_____ I have read and discussed the contents of the Student Handbook with my child.

_____ I have read and understand the Locker Usage Contract located on page 16 of the Student Handbook.

- I have read and understand the Student Photo/Video Usage policy located in the Student Handbook on page 21.

_____ I **give** permission to use my child’s first name, photos, videos, and my child’s work on our district web-site, our Facebook page and printed material.

_____ I **do not** give permission to use my child’s first name, photos, videos, and my child’s work on our district web-site, our Facebook page and printed material.

- Periodically, students are asked to participate in building-level surveys. The goal of these surveys are to improve school learning and school climate. The eighth-graders annually participate in the Safe and Drug Free Schools federal survey. Random students will be chosen to fill in our surveys during the Missouri School Improvement Program. Other local surveys may be related to curriculum, policies, and other aspects of school life. We are asking your permission for your student to participate in these building surveys.

_____ I **give** permission for my student to participate in these surveys.

_____ I **do not** give permission for my student to participate in these surveys.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____