

Middle School



2019-2020

Student Handbook

**MOUNTAIN GROVE MIDDLE SCHOOL MISSION
STATEMENT**

Our Mission is to educate and support students as they develop into lifelong learners by providing a positive environment where academic and personal excellence can be achieved.

**MIDDLE SCHOOL
EDUCATIONAL GOALS & PHILOSOPHY**

It is our expectation that all students attending Mountain Grove Middle School will be challenged academically. The time taken for individual students to learn will vary with the student's ability and desire to learn. With high learning expectations, every effort will be made to develop the attitudes and abilities of each student to their fullest potential. The second aspect of our educational goal is to aid students in the development of social skills needed to be successful in society. Last, but certainly not least, is to promote values reflected in the homes and families of all students. In doing this, students become a product of who parents, teachers, and the community can be proud.

MGMS CODE OF CONDUCT

1. Demonstrate courtesy and respect for others
2. Behave in a responsible manner
3. Attend classes regularly and on time
4. Prepare for each class responsibly
5. Come to school groomed and appropriately dressed
6. Follow rules in all school settings
7. Respect property of the district and other students
8. Cooperate with staff and contribute to safety and order

SCHOOL DAY SCHEDULE

The front doors will be opened when the first bus arrives at approximately 7:25.

When students arrive at school:

- * 5th & 6th grade students must report to the gymnasium.
- * 7th & 8th grade students must remain in the lobby

Students will be supervised from 7:25-3:15 p.m.

Any student who would like to eat breakfast is to report immediately to the cafeteria. When students have finished eating, they must go to their designated areas.

5TH AND 6TH GRADE DAILY SCHEDULE

5th Grade

1st Hour 7:55-8:48
 2nd Hour 8:51-9:43
 3rd Hour 9:46-10:38
 4th Hour 10:41-11:35
 Lunch 11:37-11:58
 Recess 12:00-12:15
 5th Hour 12:18-1:09
 6th Hour 1:12-1:41
 7th Hour 1:44-2:36
 8th Hour 2:39-3:09

6th Grade

1st Hour 7:55-8:48
 2nd Hour 8:51-9:43
 3rd Hour 9:46-10:38
 4th Hour 10:41-11:35
 5th Hour 11:37-12:30
 Lunch 12:32-12:53
 Recess 12:53-1:09
 6th Hour 1:12-1:41
 7th Hour 1:44-2:36
 8th Hour 2:39-3:09

7TH AND 8TH GRADE DAILY SCHEDULE

1st Hour 7:55-8:46
 2nd Hour 8:50-9:41
 3rd Hour 9:45-10:15
 4th Hour 10:19-11:09
 7th Grade Lunch 11:12-11:32
 5th Hour/8th grade 11:13-12:04
 5th Hour/7th grade 11:35-12:26
 8th Grade Lunch 12:07-12:27
 6th Hour 12:30-1:21
 7th Hour 1:25-2:15
 8th Hour 2:19-3:09

STUDENT SCHEDULE CHANGES

Schedules may be changed for 7th and 8th grade students during the first three days of the year providing:

1. It is possible in terms of their existing schedule and it will not overload any particular class.
2. The change is approved by the teachers involved, parent, counselor, and administrator.

**MOUNTAIN GROVE R-III
2019-2020
SCHOOL CALENDAR**

August 12-14	Teacher Workshops
August 13	MS Open House 5:00 - 6:30
August 15	First Student Day
September 2	No School - Labor Day
September 16	No School - Prof. Development
October 11	End of 1 st Quarter
October 14	No School - Prof. Development
October 16	Parent/Teacher Conferences 3:30-6:30
October 17	Early Dismissal - Parent/Teacher Conferences 1:30 - 7:00
October 18	No School
November 25	No School - Prof. Development
November 26-29	Thanksgiving Break
December 20	End 2 nd Quarter Early Dismissal
December 23-Jan. 3	Christmas Break
January 6	No School - Prof. Development
January 7	Begin Second Semester
January 20	No School - Martin Luther King Day
February 3	No School - Prof. Development
February 14	No School
February 17	No School - Presidents' Day
March 2	No School- Prof Development
March 12	End of 3 rd Quarter
March 13	No School
March 16	No School
April 10	No School - Easter Break
April 13	No School - Easter Break
May 19	Last Student Day-Early Dismissal

If school is closed for more than 10 days due to inclement weather, the following dates may be used as additional instructional days: Jan. 21, Feb. 15, Feb. 18, Mar. 22, Mar. 25, Apr. 22

STUDENT ATTENDANCE

If a student is absent from school, one of their parents should call the middle school office by 9:00 a.m. or the middle school will call home. If a student will be absent for more than one day and school work is requested, the request should be made by 10:00 a.m. to allow teachers enough time to collect the assignments. The student's work will then be available to be picked up after 2:30 p.m.

The attendance policy of Mountain Grove School Board (JED-R), requires excellent attendance. More important is the fact that good attendance is necessary for academic success. Student attendance will be monitored closely to help ensure students have every opportunity to be successful in school.

STUDENT ABSENCES AND EXCUSES

RATIONALE: Promptness and regular attendance are imperative for students to receive the full benefits of the school's educational programs. The educational loss resulting from absences, which cannot be adequately measured or entirely regained through make-up work, is the rationale for this attendance policy. The parent or guardian has the responsibility to decide times and reasons a student should not come to school, but it is the school's responsibility to set limits on a student's absences from school. This is imperative because of the high correlation between attendance and academic success as well as the development of punctuality and responsibility needed for future success beyond the middle school.

It is understood that a few absences from school may be necessary throughout the course of a school year. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences to an absolute minimum.

When a student is absent the school recognizes two possible reasons for that absence: (1) The student's absence is necessary and/or unavoidable or (2) the student's absence was the result of a decision to do something other than attend school. For the purpose of this attendance policy no distinction is made between excused or unexcused absences. When a student misses a day of school, despite the reason for the absence, the educational loss from missed instruction and classroom discussion cannot be entirely made up.

GUIDELINES: Whenever a student is absent from school, the student should have their parent or legal guardian send a note with them upon their return to school. This will provide the school with the appropriate information to document the absence.

When a student's attendance falls below 90%, the parent will be contacted by a letter that will express concern about the student missing educational instruction. If satisfactory effort is not made towards student's attendance, the parent will be contacted with a second letter and information about Missouri's compulsory attendance law. If satisfactory effort is still not made towards student's attendance, the parent will be contacted with a third letter and referred to the 44th Judicial Circuit Truancy Court. The district will accommodate students with disabilities as required by federal law.

ATTENDANCE DOCUMENTATION: Acceptable student absences will be left to the discretion of the administration. Parents are encouraged to call if their child is going to be absent. A doctor's note should be provided whenever possible.

HOMEBOUND INSTRUCTION: Students with a diagnosed and documented illness which results in five to ten (5-10) consecutive days of absences may complete a homebound instruction form. This form must be signed by a licensed physician and will be considered as an attendance waiver. The waiver will be received and approved or disapproved by the administration. During this time the student is responsible for his/her make up work. An extended illness ten (10) days or more may result in the need for a homebound instructor.

MAKE-UP WORK: Make-up work will be provided at the request of the parent. The length of time for completion of make-up work shall be equivalent to twice the period of the absence (approximately two school days to make up the work for every day of absence) Work not completed and turned into the teacher within that time span, shall be recorded as a zero unless the student has been granted an extension due to extenuating circumstances. Students must remember, it is their responsibility to ask for, obtain, complete, and then turn in make-up work to the appropriate teachers. Teachers may specify dates or deadlines by which work is to be turned in.

CHECK-IN/CHECKOUT PROCEDURES:

The Mountain Grove Middle School operates with a closed campus. Students are not to leave the school campus once they have arrived at school. If a student must leave school during the school day, they must check out through the middle school office. For a student to be checked out of school the student's parent or guardian must personally come to school and give permission for the student to be released. Upon their return to school, students must check back in through the middle school office.

Any student who leaves school without permission will be considered truant.

Procedures have been established to validate requests for early dismissal of a student to assure that students are released only for proper reasons and only to authorized person(s). In keeping with these precautions, the following procedures will be followed.

1. Students will not be allowed to leave before the end of the school day without being signed out by a parent or guardian. Students who leave without signing out will be considered truant.
2. Telephone requests for early dismissal of a student shall be honored, only if the caller can be positively identified as the student's parent or guardian.
3. Children of single parent families will be released only on the request of the custodial parent, i.e., the parent whom the courts holds directly responsible for the child and is identified as such on school records.

Additional precautions may be taken by the school administration appropriate to the age of students and as needs arise.

EMERGENCY SCHOOL DISMISSAL

It may become necessary to cancel school during the year because of bad weather. Cancellations will be announced on the local radio station and television stations from the Springfield area. We will also notify you with an automated message to the primary phone number you have provided. Please refrain from calling faculty members. In case of early dismissal during the school day, students should have a prearranged plan as to where to go and what to do.

VISITORS AND PARENT/TEACHER CONFERENCES

All visitors to the middle school must immediately report to the building office.

Students will only be called out of class to visit with friends or relatives in emergency situations.

Students shall not bring friends to school while school is in session for any reason.

Parents who would like a parent teacher conference should schedule an appointment with the teacher during the teachers conference period or after school. If the parent desires to visit the classroom, a visitation date should be scheduled at the parent teacher conference.

FOOD SERVICE INFORMATION

CAFETERIA PRICES: The below amounts are the current cafeteria prices for the 2019- 2020 school year. These prices are subject to change.

Student lunch regular price \$2.10 (Salad Bar not included.)

Student lunch reduced price \$.40 (Salad Bar not included.)

Student breakfast regular price \$1.25

Student breakfast for reduced price \$.30

Milk \$.40

LOST LUNCH CARDS: The cafeteria will allow two additional cards to be made before charging for replacement cards. After the third card, the replacement cost will be \$1.00.

STUDENTS WITHOUT CARDS/MONEY: Students are encouraged to bring their cards or cash to each meal. Those students not having a card or cash will be asked to wait at the end of the line to allow those that have their cards or money to proceed rapidly through the serving line.

ACCOUNT INFORMATION: Parents may request a printout of their child's purchase history at any time. A letter showing the student's positive or negative balance will be sent home with the child on the last Thursday or Friday of each month. Any questions should be addressed to the Cafeteria Supervisor or the Food Service Director.

CHARGING LUNCHES: The Mountain Grove district takes great pride in its food services department.

Our cafeterias provide balanced meals that meet the Missouri Eat Smart guidelines and the districts Wellness policy. Students are encouraged to prepay for meals or pay as they go. Students may charge a meal if needed, however, the maximum charge limit is \$15.00. Charging meals is the exception; it is not intended to be a daily method.

1. Students who exceed the \$15.00 limit will not be permitted to participate in extracurricular activities,

school field trips, other school funded activities, and will not receive grade cards.

2. Checks sent with students will be deposited only. No cash back when cashing a check with food service.
3. Only parents or guardians may withdraw money from a students account.
4. All families are encouraged to complete a "Free and Reduced" meal application at the start of each school year.
5. Contact the building cafeteria supervisor or building principal for additional assistance.

FREE/REDUCED LUNCH INFORMATION

Students that qualify for free or reduced priced lunches will automatically qualify for free or reduced priced breakfasts. If a student was on free or reduced-priced meals last year, the same application will be used during the first few days of school. A new application must be completed in order for a student to continue receiving free or reduced-priced meals. Students who participate in this program will not be distinguished in any way from students who pay full prices.

LUNCHROOM CONDUCT

The middle school will have a closed lunch. No student will be allowed to leave school grounds for the purpose of eating lunch. All students are required to be in the cafeteria during their lunch shift. Students will be expected to use good manners in the cafeteria. The cafeteria supervisors, whether they be Principals, Teachers or Cooks, will ensure that the guidelines below are followed.

Guidelines for student behavior in the cafeteria:

1. Students are to arrive promptly to the lunchroom and must remain there during the entire lunch period.
2. Once students are seated, they will not be allowed to get up and wander around the lunchroom.
3. Loud and unnecessary noise and throwing or exchanging food will not be allowed.
4. Students are expected to leave their table clean and usable for the next lunch shift.
5. Students will be dismissed by a supervisor to leave for their next class.
6. Opened food and drinks are not to be taken outside the cafeteria.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions: Medications -- For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

Authorized Prescriber -- Includes a health care provider licensed or otherwise authorized by state law to prescribe medication

General: The Mountain Grove R-III School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some

students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The parent/guardian must bring the medication to the school nurse and pick up the medication. We will not be able to accept any medication from students. Students found in possession of medication will be referred to the principal.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Over-the-Counter Medications: The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications: The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed

Self-Administered Medications: An authorized prescriber or a student's IEP or 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district may allow these students to self-administer medication as allowed by law, provided the student's physician has certified that the student is

capable of and has been instructed in the proper self-administration of the medication and has been informed of the dangers of sharing the medication with others. The student must also demonstrate proper self-administration technique to the school nurse. The district must have written authorization from both the student's authorized prescriber and the parent/guardian.

Possession of Self-Administered Medications: An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. Unless possession of medication on district property for the purposes of self-administration is included in the student's 504 plan or IEP, the parent/guardian must complete the district's permission form for the self-administration of medication and provide certification from the student's physician regarding the need to carry the medication on his or her person.

Emergency Medication: All student-occupied buildings in this district are equipped with epinephrine premeasured auto-injection devices that can be administered in the event of severe allergic reaction causing anaphylaxis. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The school principal will maintain a list of personnel trained in the proper administration of this drug. The school principal will also maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Consequences: Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

IMMUNIZATION

State law requires students to have immunizations against poliomyelitis, rubella, and diphtheria, measles, mumps, Hepatitis B, tetanus, and pertussis. The parents or guardians of each student entering the Mountain Grove R-III District shall furnish satisfactory proof that the student has been adequately immunized or that the immunization process has begun. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district. Specific immunization requirements are available at the school office or from the school nurse.

ILLNESS AT SCHOOL

Students who become ill at school should report to the Nurse's office immediately. Students may not leave the building because of an illness without authorization from the office.

ACCIDENTS AND INSURANCE

Students must always have a correct address and telephone number on record in the office in case of illness or injury during school. Parents are urged to contact the middle school office with any changes that occur throughout the school year. The Mountain Grove School DOES NOT PROVIDE Middle School Students with supplementary accident school time insurance coverage. Missouri school athletes are required by the State Department of Education to be covered by some type of accident insurance to be

eligible to compete in interscholastic athletics.

FIELD TRIPS

Field and activity trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the Principal when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose, and in regard to a unit of study.

Trips may have announced qualifications attached to determine who may participate. If a student has not demonstrated positive citizenship, they will be denied the privilege to participate. Students denied the opportunity to participate in trips during the school day must remain at school and complete alternative assignments. Trips are a privilege to be enjoyed by all students who choose to be responsible school citizens.

Each student who goes on a trip must have prior written parental consent and no outstanding charges.

GRADING SYSTEM

PROGRESS REPORTS: Progress reports are sent to parents at mid-quarter. Teachers will send grade checks home with students every two weeks.

GRADE REPORTS: Grade cards are mailed at the end of every quarter. Parents are encouraged to study the reports with students. Parents should not hesitate to contact the school if they have a question or if a conference is desired with a teacher. Grade cards will be held if students have overdue library books/magazines, outstanding fundraisers, etc.

7th/8th Grading Scale:

A = 4.0000	C = 2.0000
A- = 3.6667	C- = 1.6667
B+ = 3.3333	D+ = 1.3333
B = 3.0000	D = 1.0000
B- = 2.6667	D- = 0.6667
C+ = 2.3333	F = 0.0000

5th/6th Grading Scale:

- 4 - Advanced
- 3 - Proficient
- 2 - Progressing
- 1 - Beginning

ACADEMIC ACHIEVEMENT

Students who have failing grades in core subjects throughout the school year will be eligible to receive a variety of assistance to help improve their academic performance. When a student has failing grades, their teachers will make an assessment of their individual needs to determine the most appropriate assistance needed. After school tutoring is offered Monday through Thursday from 3:09 p.m.–4:15 p.m.

RETENTION POLICY

Any middle school student grade 5-8 who earns a cumulative failing

grade average for the year in more than one core course will automatically come up for review by the Retention Committee. In addition to core class grades, student's reading level and grades earned in elective or exploratory courses will be examined by the

Retention Review Committee and may be the deciding factor on a student's retention. The final decision on retention shall be made by the principal.

The Retention Committee will meet and choose one or more of the following options in an effort to best meet the student's academic, social, and emotional needs.

1. Retention: Repeat the grade in which the student is currently enrolled in an attempt to complete the course work he or she has failed.
2. Summer School: Required summer school attendance to be promoted to the next grade level.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian, yet be guarded as confidential information.

TRANSFERRING TO ANOTHER SCHOOL

When students transfer to another school they will be given a check out sheet which will be taken to each of the student's teachers for final grades. No records will be sent to another school until all supplies, books and equipment are returned and all bills are paid.

CARE OF SCHOOL PROPERTY

Students are expected to take excellent care of the middle school. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned or designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages middle school property shall be required to pay for all damages and will be subject to additional disciplinary action. Failure to pay for damages, after due notification of parent or guardian, may result in the student being suspended from school. According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism or damage caused by their children.

STUDENT DRESS GUIDELINES

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in

promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. No halter-tops, tube tops, tank tops, midriffs, shirts with bare sides, or see-through blouses/shirts may be worn. No clothing with spaghetti straps or such straps that may display any parts of undergarments may be worn. No excessively tight, incomplete, or altered shirts or pants may be worn (this includes jeans with holes above the mid thigh).
2. Muscle shirts and mesh jerseys may only be worn over shirts.
3. Pants will be worn appropriately with no holes above the knee and not excessively below the waistline. Shorts and skirts are to be no shorter than mid thigh. Underwear may not be worn as outerwear or exposed to view.
4. Appropriate footwear must be worn at all times.
5. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references or sexual innuendos. Shirts that promote vulgarity/ violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group, or gender.
6. Students may not wear caps, bandanas, scarves, headbands, headgear, gloves, or sunglasses in the building. (Exceptions may be made for school-sponsored special activities such as School Spirit Week).
7. No gang-related colors, tags, symbols, or apparel will be permitted.
8. Any apparel that could cause injury to others will not be permitted. Examples: wallet chains, extreme rings, necklaces, or spiked bracelets, etc.
9. Face painting, writing or drawing on the skin, is not allowed at school. Costumes are not to be worn to school. (Exceptions may be made for school-sponsored special activities such as School Spirit Week).

When a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the student will be required to make modifications.

LOCKER INFORMATION

A locker will be assigned to each 7th and 8th grade student. 7th grade lockers are located in the South end and 8th grade the North end of the 7th & 8th grade hall. Lockers and locks assigned to students are their responsibility. Lockers are expected to look the same at the end of the year as they do at the beginning, abuse of lockers and locks will be paid for by the student. Students may not put contact paper on their locker or change lockers during the school year. School lockers are school property. Random locker checks will be conducted throughout the school year. Students should not let other students use their lockers.

TEACHER'S WORKROOM

The teacher's workroom is for teachers use only. Teacher's aides, cadet teachers, and A+ tutors will NOT be allowed to use the

copiers. Students caught using the copiers will be immediately referred to the office. School copiers may not be used for students' personal use at any time.

LIBRARY

The library will be open each day from 7:45 a.m. to 3:09 p.m. Books may be checked out for two weeks, magazines overnight, and reference books for a class period. Excessive overdue material may result in loss of library check out privileges.

TELEPHONE USE

Students will not be called to the telephone during class time. Messages will be delivered to teachers to give to students during last hour. Students will only be allowed to use the telephone in the office for emergency business use, with signed permission by the teacher.

LOST AND FOUND

The lost and found is maintained in the middle school office. The loss of property may be minimized by placing the owner's name on every item or article, keeping valuable items and large sums of money at home, and by keeping items under lock and key. All clothing items not claimed by the end of each month will be given to those in need locally.

TEACHER/OFFICE AIDE CRITERIA

1. Student must be in 8th grade
2. Student must have a 95% attendance average for current year
3. Student must have a 3.0 GPA for their 7th grade year
4. Student must have no discipline referrals to office

FIRE/ TORNADO DRILLS / LOCKDOWN

Fire, earthquake and tornado drills will be held from time to time so students may learn proper procedures to follow to ensure safety. Instructions students are to follow are posted in each classroom. Students must pay very close attention to the teachers' instructions during these times to be sure they understand the procedures to follow in the event of an actual emergency.

ELECTIVE CLASS MATERIAL FEES

Students in some elective classes may be required to pay a minimal fee to cover the cost of supplies. The fees are in place because these classes require more materials than other elective classes.

HALL CONDUCT

The hall is a passageway from one classroom to the next and is not a place to push or run. Students can expect to be corrected by any member of the staff, whether they be a teacher, secretary, principal or custodian. Students should report to each class quickly and be prepared to begin instruction.

ELECTRONIC/COMMUNICATION DEVICES

Students are not to use cell phones at anytime during the regular school day (7:25 a.m.-3:09 p.m.). Students *must* keep these

devices turned off in their locker or bag for use after school hours. The following items shall not be brought to school unless students have obtained prior teacher permission:

Tablets, personal computers, or any other electronic device which will distract from the educational process. Personal items brought to school are the sole responsibility of the student. The school district DOES NOT carry insurance on student's personal property and lost or stolen items will not be replaced by the district.

AEROSOL PRODUCTS

Students are not allowed to bring aerosol products to school. This includes such items as Tag, Axe, hairspray, deodorant, etc. They may, however, bring these items in non-aerosol form.

STUDENT CONDUCT ON SCHOOL BUSES

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. The board wants each student to know what conduct is expected when waiting for or riding on a school bus. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year and to new students upon enrollment.

Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day, if the incident occurs in the morning or the next morning, if it occurs in the afternoon. Failure to follow bus rules and regulations will result in a suspension of the privilege of riding the bus.

COMPUTER USAGE

Any student who uses a computer at school must understand Appropriate Use Policy (AUP). The AUP is located on the school website or a hard copy is available upon request in the office. This policy informs the student and parent of the accessibility of information available to students. The responsibility is placed on the student to utilize the technology available in an acceptable manner. If a student is in question of the acceptance of material, the material should not be viewed. Any student who violates AUP will be disciplined as referred to in the student discipline code.

DISCIPLINE POLICIES AND PROCEDURES

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. The objective of the student discipline code is to establish rules with regard to the conduct of all students at Mountain Grove Middle School. When students are under the care of school officials, it is necessary to have a certain degree of control for safety and to ensure that learning can take place. The rules which have been established have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students.

When behavior problems are of a minor nature the classroom teacher, or teachers on duty, will make every effort to deal with the problem and may involve the parents in correcting these particular problems before it is necessary to write up a disciplinary form. However, the seriousness of the offense will dictate the degree of action taken. Any time a student is referred to the office for disciplinary purposes parents will be contacted by phone when possible or by mail. The middle school discipline code is of a

progressive nature. As seen in the discipline code each additional office referral constitutes more stringent disciplinary action until the student is excluded from attending school. The goal of our discipline code is not to exclude students from school but to provide a system which delivers natural, appropriate consequences for inappropriate behavior. The discipline code is based on the philosophy that it is never, under any circumstances, acceptable for a student to be or cause a distraction in class which forces a teacher to stop the instructional process to remove him/her from their classroom.

STUDENT OR PARENT CONFERENCE

A formal conference may be held between the student and/or the student's parent or legal guardian and one or more school officials. During this conference, the student behavior will be examined and corrective measures will be discussed.

LOSS OF PRIVILEGES

Extracurricular activities, field trip opportunities or classroom privileges offered to students are considered privileges which may be revoked.

REFERRAL TO COUNSELOR

Students may be required to meet with the counselor on a periodic basis. The counselor will advise students on ways of improving their behavior.

LUNCH DETENTION

Students may receive a detention to be served during their lunch period. All students serving lunch detention will be allowed to eat lunch but will not be allowed to eat snack foods and must sit in a designated area.

AFTER SCHOOL DETENTION (ASD)

After school detention is a structured study time which begins at 3:09 and runs until 4:15. Students will be notified at least the day prior to their detention and must make necessary arrangements for transportation. Any student who fails to attend a scheduled ASD session will be required to make up the session. A student who knowingly fails to attend will be assigned an extra day.

IN SCHOOL SUSPENSION (ISS)

In some cases students may be assigned to attend ISS. ISS shall be from 7:55 till 3:09. ISS shall be assigned to students as a disciplinary measure. When students are in ISS cell phones will be held in the office and can be picked up at the end of the day.

OUT OF SCHOOL SUSPENSION (OSS)

Suspension is the removal of a student from the regular school environment, not allowing the student to come to school. Suspended students are not allowed to be on or around the school campus unless permission is obtained from the principal. This includes participation or attendance of any extracurricular activities sponsored by or on school grounds the evening of OSS. Students will be allowed to make up school work. School work will be due on the first day back after OSS.

STUDENT EXPULSION

If any student consistently refuses to conform to school policies and regulations, as outlined in the student discipline code, the principal may recommend to the Superintendent that the student be expelled

from school. Any violation of the behavior which also violates state statutes or city ordinance may be referred to the appropriate law enforcement agency. The principal may refer students to other agencies to include, but not limited to: Wright County Juvenile Office, Division of Family Services, Ozark Area Care and Counseling.

STUDENT DISCIPLINE CODE

ALCOHOL - DRUG USE OR POSSESSION

Possession, sale, transfer, or use of alcohol or other drugs and paraphernalia while on school property will result in disciplinary action and notification of legal authorities.

1st Offense: 10 days OSS which may be reduced to 5 days pending proof of evaluation by a trained chemical dependency counselor

2nd Offense: 10 days OSS and recommendation for expulsion unless the students undergoes an evaluation.

3rd Offense: Expulsion

APPROPRIATE USE POLICY (AUP)

1st Offense: Minimum discipline - Conference with student

Maximum discipline - 45 days of computer suspension

2nd Offense: Minimum discipline - 90 days computer suspension.

Maximum discipline - Expulsion

Computer suspensions will carry over to the next school year.

ACADEMIC DISHONESTY

Any act of lying, whether verbal or written, including forgery and cheating. 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.

1st offense: No credit for the work, grade reduction, or replacement assignment, and principal/student conference.

Repeated offense: Nullification of paper or no credit for the work, grade reduction, course failure, and/or ISS

BULLYING

Intimidation or harassment of a student or multiple students perpetrated by individuals or groups on multiple occasions.

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 posting 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.

1st Offense: Student Conference, ASD, 1-3 days ISS or 1-180 days OSS

2nd Offense: ASD, ISS or 1-180 days OSS, Expulsion

1st Offense: 1 day ASD and the prohibited item will be confiscated. The student's parent/legal guardian must come to school during regular business hours to pick up the confiscated item.

2nd Offense: 1 day ISS and the prohibited item will be confiscated. The student's parent/legal guardian must come to school during regular business hours to pick up the confiscated item.

Repeated Offense: 1 day OSS

DEFIANCE OF AUTHORITY/DISRESPECTFUL CONDUCT OR SPEECH

Disrespect, insubordination, or any defiant act toward any school employee will not be tolerated. 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, 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.

1st Offense: 1 - 3 days ISS

2nd Offense: 1 - 5 days ISS or OSS

Repeated Offenses: Minimum 1-10 days OSS

DISHONESTY

Any act of lying or deception, whether written or verbal, with the intention of harming another person or to avoid consequences for their own actions.

1st Offense: 1 day of ISS

Repeated Offenses: 1-10 days of OSS.

DISORDERLY CONDUCT

Students are not to disrupt classes or cause disturbances in the school. In addition, students should not run, push, shove, or engage in horseplay.

1st Offense: ASD or ISS

2nd Offense: 1 - 2 days ASD or ISS

3rd Offense: 1 - 2 days ASD or ISS

Repeated Offenses: Minimum 1-2 days ASD, OSS or ISS

4th Offense: Loss of bus privileges

FALSE ALARM

Setting off a fire alarm is not only dangerous but is against the law and will result in OSS and notification of legal authorities.

1st Offense: 5 - 10 days OSS

Repeated Offense: 10 days OSS and recommendation for expulsion

FIGHTING

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action will result in OSS and notification of legal authorities.

1st Offense: 1 - 5 days OSS

2nd Offense: 3 - 10 days OSS

Repeated Offenses: 10 days OSS and recommendation for expulsion

CELL PHONE/ELECTRONIC DEVICE VIOLATION:

Students are not allowed to use, cell phones, ipods tablets, gaming devices, smart watches or any other electronic device that interrupts the educational process during the hours of 7:25 am to 3:09 pm.

NO DRESS POLICY (PHYSICAL EDUCATION)

All 7th and 8th grade students are required to dress out and participate in PE class. A doctor's note is required to be excused from participation.

Each Offense: 1 day of ASD

PDA (PUBLIC DISPLAY OF AFFECTION)

The middle school has a No-Touch PDA policy. Physical contact of an affectionate nature is not acceptable.

1st Offense: Student conference, and 1-3 days ASD, ISS

Repeated Offenses: 1-3 days of ISS

PHYSICAL ASSAULT

Attempting to cause injury to another or intentionally placing another person in danger of physical injury will result in OSS and notification of legal authorities

1st Offense: 3 - 5 days OSS

Repeated Offenses: 5 - 10 days OSS and possible recommendation for expulsion

PROFANITY/ABUSIVE LANGUAGE

Any obscenity, obscene gesture, or swearing whether verbal or written, is not permitted.

1st Offense: 1 - 3 days of ISS

2nd Offense: 1 - 10 days of ISS or OSS

Repeated Offenses: OSS

TARDIES

Students must be responsible for arriving to school on time and proceeding from one class to another. Students arriving to school late must report to the office to receive a tardy slip so their name won't appear on the absentee list. After a student has accumulated their fourth tardy during a quarter, the student will be assigned one day of After School Detention. For each following tardy per quarter, two days of After School Detention will be assigned.

THEFT

The acceptance, possession, purchase, taking and/or transfer of property belonging to another is forbidden. Offenders will be subject to disciplinary action and/or legal prosecution.

Minor Theft-

1st Offense: Restitution & 3 days ISS/2 days OSS

Repeated Offense-Restitution & 5 days ISS/3 days OSS

Major Theft-Value exceeding one hundred dollars

1st Offense- Restitution and 10 days OSS

2nd Offense – Restitution and expulsion for a length of time as determined by the Board of Education

THREATS/ HARASSMENT/SEXUAL HARASSMENT

Words and/or actions directed toward an individual which intimidates and/or harasses that individual will not be tolerated.

1st Offense: 1 - 3 days ISS

Repeated Offenses: 1 - 10 days OSS

TOBACCO USE OR POSSESSION

The possession or use of tobacco products is not permitted on school premises or at school sponsored activities. Smoking paraphernalia, lighters, matches, etc., are also prohibited and will be

confiscated.

1st Offense: Referral to Counselor, 1-3 days ISS or 1-3 days OSS

Repeated Offenses: 1-10 days OSS

TRUANCY

Students who are absent from or leave school without the knowledge and consent of their parent(s) or guardian(s) and the administration, or students who are not in their assigned area shall be considered truant.

1st Offense: 1 - 10 days ISS

Repeated Offenses: 1 - 10 days ISS or notification of legal authorities

VANDALISM

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

1st Offense: Student Conference, ASD, ISS, 1-3 days OSS

2nd Offense: ISS or OSS

WEAPONS

Knives, clubs, chains, laser pointers, all bows and arrows, firearms of any kind, or anything else which could be used as a weapon are prohibited at school and will be confiscated. *This applies to look-alikes as well.*

1st Offense: Minimum discipline – 2-10 days of OSS

Maximum discipline - Expulsion

Repeat Offense: Minimum discipline – 10 days of OSS

Maximum discipline - Expulsion

Understanding that no discipline code can specifically address all disciplinary circumstances the administrative staff will exercise their own judgment in the administration of disciplinary options set forth under this student disciplinary code policy.

TEAM SPORTS PROGRAM

A team sports program is provided by the Mountain Grove School District. Programs for 6th, 7th and 8th grade students are offered in Football, Cross Country, Volleyball, Basketball and Track & Field.

ATTENDANCE ELIGIBILITY

For students to be eligible to compete in interscholastic athletic events they must be in attendance at least four hours on the day of competition. If students get special permission in advance from the principal the absence may be excused. This will be considered on an individual basis. In the event that a student checks out of school due to illness they will not be able to play or practice unless they check back into school later and have attended at least four full periods during the day.

ATHLETIC ELIGIBILITY

A 7th or 8th grade student must meet the following requirement in order to be academically eligible to participate in interscholastic activities:

a. A grading period is no greater than nine weeks, (quarterly), where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible for the following nine weeks regardless of promotion to the higher grade. (However, see also item c below).

b. Semester of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.

c. Entry into 7th or 9th Grade: This section shall not apply to students promoted for the first time into the 7th or into the 9th grade prior to the first day of classes.

Grades 7 and 8 Summer School: A local school district may reinstate the FIRST grading period eligibility of a student being promoted to the 8th grade who has failed more than one class but no more than three classes if the student passes the appropriate number of core classes through secondary school-sponsored summer school, as described below, and provided the following requirements are met:

a. The counting of summer school classes must first be approved by the local school administration.

b. The grade earned for the summer school course is placed on the student's school transcript.

c. Only core classes (science, math, social studies and communication arts) may count toward reinstatement of first grading period eligibility.

d. A student who has failed two scheduled subjects must pass at least one core class through secondary school-sponsored summer school; a student who has failed three scheduled subjects must pass at least two core classes through secondary school-sponsored summer school.

e. Correspondence courses may not count as summer school credit.

INTERSCHOLASTIC ACTIVITIES

Mountain Grove Middle School is a member of the South Central Association of high schools known simply as SCA. Conference activities in which MGMS participates include football, basketball, track, volleyball, cross country, instrumental music, vocal music, academics, and industrial arts. All participants must meet the MSHSAA eligibility requirements. These requirements will be explained before each season by your coach or teacher.

Participation in any interscholastic activity is a privilege offered to students and not a right. Therefore, those who do not follow the rules of the school and laws of the community will not be allowed to participate. All students representing the school in any capacity must conduct themselves in a polite and courteous manner. Students who fail to do so, at school or during an activity, will be subject to suspension of participation in activities representing the school.

All students representing the school in athletic activities must conduct themselves in a sportsmanlike manner. Unsportsmanlike behavior of players or fans will not be tolerated and will be considered poor citizenship. All athletes must conduct themselves according to rules established by the athletic director and coaches. Students must be in school at least 4 hours of the school day in

order to participate in any extra-curricular activity. Exceptions, due to valid extenuating circumstances, shall be granted only through the principal. Students must also be in attendance one half day to participate in team practice. If a student skips classes on a Friday, they may not attend practice on that day or be able to participate in any activities on Saturday or any contest until the student has once again attended a full day of classes (or has excused absences) without an unexcused absence before eligibility is reinstated. In this situation, the student must attend all classes on Monday to re-establish eligibility.

Transportation to all school-sponsored activities is provided. Teams and groups will use this transportation to and from the designated activity. The sponsor must be contacted personally by the student's parents and sign out with the sponsor, if a student is not returning with the group. No student will be allowed to ride home with anyone else except their parents/guardians, unless prior approval has been made with the building principal.

BASIC GUIDELINES FOR PARTICIPATION

1. Student athletes are free to make their own selections as to what activities in which they wish to participate. It is the MGMS policy that students facing a conflict between two MGMS-sponsored activities will be given a choice of which to attend.
2. A student who has gone out for a sport/activity but quits of his/her own accord, will not be eligible to start practicing for another sport/activity before the end of the competition in the sport/activity that was dropped, unless the head coach/teacher (of the sport that was dropped) signs release card and the head coach/teacher of the new sport/activity involved accepts the athlete. Every student athlete should understand this policy.
3. If it is necessary to be absent from practice, the student athlete is expected to obtain permission from the head coach/teacher prior to the scheduled practice.
4. In the event that truancy or suspension by a student athlete takes place, the student athlete will not be eligible for competition until he has fulfilled the disciplinary requirements established by the administration on that day.
5. On the day that a student athlete receives a disciplinary action toward him/her, they will not be allowed to participate or practice in any activity.
6. The use of alcohol, tobacco, or non-prescriptive drugs is known to be detrimental to the individual as well as the team he/she represents. Therefore, disciplinary action will be taken and may result in the removal from the team.
7. Unsportsmanlike acts: Such acts during a contest resulting in ejection shall cause the student athlete to be restricted from representing the school for the next contest. A student athlete who commits such an act but is not ejected may also be subject to at least one game restriction from representing the school. Each case shall be reviewed by the head coach, teacher, athletic director, and principal before a final decision is reached.
8. Student athletes are responsible for returning all equipment issued to them during their sports/activity season. Equipment issued to a student athlete shall only be worn during supervised activities. The student athlete will be financially responsible for any lost equipment. All

financial obligations must be taken care of within one week after the end of the sports/activity season. No student athlete will receive an athletic/activity award until all equipment is returned and all financial obligations have been paid. No further equipment will be issued until this equipment has been returned.

9. Due process: Student athletes shall have the opportunity to express their side of any incident in which they may be involved. Parents are encouraged to call and set up an appointment to visit with the coach/teacher. Coaches/teachers should not be approached during or after a game/class to address personal issues. You may call the Athletic Director, coach/teacher, or building Principal to schedule an appointment with the coach/teacher, Athletic Director, student, and building Principal. If the student athlete is dissatisfied with any decisions, he or she has the right to appeal through the proper channels:
 - A. Head Coach/Teacher
 - B. Athletic Director
 - C. Building Principal
 - D. Superintendent
 - E. Board of Education
10. Before a student athlete may participate in any activity in Mountain Grove Middle School, he or she must have on file with each coach/teacher the following forms:
 1. MSHSAA parental participation form
 2. Physical exam form
 3. Insurance information form
 4. A signed copy of the Mountain Grove Middle School Student Activity Policy.

MISSOURI STATE HIGH SCHOOL ACTIVITY ASSOCIATION ELIGIBILITY GUIDELINES

Student Athletes! to be eligible for your school team or squad you must...

1. **BE A GOOD CITIZEN IN YOUR SCHOOL AND COMMUNITY.** Any student athlete who represents his school in interscholastic activities must be a creditable citizen and judged so by the proper school authority certifying the list of students for the competition. A student whose character or conduct is such as to reflect discredit upon him/her or their school is not considered a creditable citizen. Their conduct shall be satisfactory in accord with the standards of good discipline.
2. Have entered school within the first eleven days of this semester. Entering school is interpreted as enrolling and attending classes.
3. A student may accept an award for participation in an athletic contest, or for athletic honors or recognition of athletic achievements in the interscholastic program. Awards presented to students shall meet the following criteria:
 - a. A student may receive the following symbolic awards: unattached school letters or emblems, medals, ribbons, trophies, certificates, etc.
 - b. A student shall not have accepted or competed for the following types of awards: services, cash, or gift certificates.
 - c. A student may receive a merchandise award that shall not exceed \$25.00 in manufacturer's suggested retail price.
4. Not have reached your 19th birthday prior to July 1 of this school year. Middle school students shall not have

reached the following ages prior to July 1; Grade Seven – 14; Grade Eight - 15; Grade Nine - 16.

5. Not have competed under an assumed or false name.
6. Not transfer schools without a corresponding change of residence of your parents unless you meet appropriate exception of the transfer standards. Always check with your principal before transferring.
7. Not practice nor compete as a member of a non-school team or as an individual participant in organized non-school competition in that same sport. He or she may compete as a member of a non-school team or as an individual participant in organized non-school competition in a different sport than the school sport in season under the following conditions.
 1. The student shall not practice for or compete in the non-school competition on the same date he or she practices or competes for the school team without approval of the school administrator.These restrictions begin with the first day of the current school sports season. A school sports season is defined as beginning with the date of school's first practice held on a school day and ends with the school's last contest including district and state tournament contest.
8. Not transfer from one school to another because of being influenced to do so.

EXTRA-CURRICULAR CONDUCT

The Mountain Grove School District has a rich and exciting history of academic and extra-curricular performance. As we enter a new year with several new individuals in place, we would like to renew our commitment to providing outstanding learning opportunities for our children and exciting extra-curricular activities for the school and community to enjoy. Our school compliments the community around us, and likewise we feel our community greatly compliments our school. We must work together and positively support our students, athletes and coaches for a successful extra curricular program to exist.

ADDITIONAL MOUNTAIN GROVE R-III POLICIES AND PROCEDURES

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, highly mobile children, such as migrant and homeless children, children who are learning English as a second language, 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 Mountain Grove R-III District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Mountain Grove R-III 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 Mountain Grove R-III 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 Mountain Grove R-III School District has developed a Local Compliance Plan for the implementation of State Regulation for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office. This notice will be provided in native languages as appropriate.

MISSOURI OPTION PROGRAM

The Mountain Grove R-3 School district participates in the state approved GED Option Program whereby a student between the ages of 17 and 21 who has dropped out of school or will not be able to graduate with his class can earn a high school diploma through passing the General Equivalency Diploma test (GED) and completing other specific district requirements. The program is designed to encourage students to stay in school and demonstrate a level of mastery that will allow them to be successful and employable adults.

The GED Option Program is a voluntary program. Students who wish to participate in this program must make application and take a pre-test. Upon approval of the application, an appropriate educational plan will be developed for the student. These students have requirements to complete in addition to passage of the GED Test. These requirements include full time enrollment in school and attendance, vocational job training, and a specified list of credit requirements. Applications and the specific requirements of the program are available upon request from the Mountain Grove High School Counseling Department.

NONDISCRIMINATION NOTICE

TITLE IX, ADA, SECTION 504 AND TITLE VI

The Mountain Grove R-III School District does not discriminate on the basis of sex, race, creed, color, national origin or disability:

* in the recruitment, selection, treatment, or promotion of employees;

* in the admission and participation of students in the educational program or activities;

* in vocational opportunities; or

* in the treatment, counseling, and placement of students.

For further information concerning Title IX, ADA, Section 504 and Title VI, please contact:

Superintendent of Schools

Mountain Grove R-III School District
207 East Fifth
Mountain Grove, MO. 65711
417-926-3177

FEDERAL PROGRAMS PARENT/GUARDIAN NOTIFICATION

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds.

1. Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annual public notice should be presented to parents/guardians of students attending school in the district that "Directory Information" will be released to the various communications media of the district as deemed necessary by school officials. "Directory Information" includes the following information relating to the student; the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized extracurricular activities, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, photographs and the most recent school attended. If the parents/guardians of eligible student do not want information of this type released, written notification must be sent to the principal of the school where the student attends.

The Family Educational Rights and Privacy Act (FERPA) (20

U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

*Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

*Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

PROTECTION OF PUPIL AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

* It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

*It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

SPECIAL EDUCATION SERVICES

Services for the following handicapping conditions are provided by the Mountain Grove R-III schools:

- Mental Retardation
- Autism
- Learning Disabilities
- Visually Impaired
- Hearing Impaired
- Emotionally Disturbed
- Young Child with Developmental Delay
- Speech/Language Disorders
- Orthopedically or Health Impaired
- Traumatic Head Injury
- Other Disabilities as noted by federal law

We can help these children through an Individual Education Plan (IEP). Our goal is to provide a free and appropriate education in the least restrictive environment for all our special needs students.

HAZING AND BULLYING

In order to promote a safe learning environment for all students, the Mountain Grove R-III School District prohibits all forms of hazing, bullying and student intimidation per board policy *JFCF*. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with board policy *JG-R*. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall

administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

SEXUAL HARASSMENT

The School District is committed to providing an environment free from intimidation, hostile behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited per board policy *AC-R*

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken., up to and including suspension and/or expulsion of student or suspension and/or termination of employee.

HOMELESS CHILDREN PROGRAM

The Mountain Grove R-III School District recognize that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state law and the Stewart B. McKinney Homeless Assistance Act will give special attention to ensure that homeless children in the school district will have access to a free, appropriate public education.

For further information concerning the coordination of programs for homeless children, please contact:

Jim Dickey
Federal Program Coordinator
Mountain Grove R-III School District
207 East Fifth
Mountain Grove, MO. 65711
417-926-3177

ASBESTOS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act of 1986 requires schools to notify parents/guardians of the location and availability of the Asbestos Management Plan. The Asbestos Management Plan of the Mountain Grove R-III School District is located in the District's Central Office, 207 East Fifth, Mountain Grove, Missouri 65711. Each school within the district also maintains a copy of its Management Plan in the administrative office. The Management Plan is available, by appointment, for public inspection during regular business hours. Appointment must be honored by the School District within five days of receipt of written request. The Mountain Grove R-III School District has designated the following person to be responsible for the Management Plan. Questions should be directed to:

Tom Johns
Director of Maintenance
Mountain Grove R-III School District
207 East Fifth
Mountain Grove, MO 65711
417-926-3177

MISSOURI PARENT INFORMATION RESOURCE CENTER www.missouri-pirc.org

The Missouri PIRC serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help

parents promote their children's achievement in school. A collaborative effort of **LIFT** (Missouri's Literacy Resource Center), the **Parents as Teachers National Center, Inc.** (PATNC), **ParentLink, Practical Parenting Partnerships** (PPP), **Missouri's Department of Elementary and Secondary Education** (DESE), and the **St. Louis Public Schools**, the Missouri PIRC disseminates parent-related information to parents in all areas of the state. On another level, the Missouri PIRC partners provide intensive services targeted to parents in urban and rural communities in Missouri with children attending low-performing schools. During this three-year project, more parents will receive information and training to help them better understand Missouri's accountability system, their option and choices, and ways to improve their ability to help their children succeed in school.

Building upon existing, high-quality parent education and early education services and programs, the Missouri PIRC works closely with the state department of education to provide parents timely, accurate information so that they better understand Missouri's accountability system and the options and choices in No Child Left Behind. The PIRC training and technical assistance components assist parents and schools in strengthening their parent involvement policies, plans, and activities.

The Missouri PIRC employs a number of strategies and activities to share information and resources, including parent trainings, workshops, toll-free hotlines, print materials, and web sites. The Missouri PIRC also coordinates various Federal, State and local parental involvement initiatives.

The goals of the Missouri PIRC are:

- to improve parents' ability to support their child's academic achievement
- to expand and strengthen partnerships among parents, schools and community organizations
- to coordinate a statewide comprehensive approach to improve student learning through parental involvement.

STUDENT RECORDS

- A. Each student's official school record will include the following.
 1. Cumulative educational records to be retained permanently:
 - a. Name and address of parents/guardians (School district personnel may require an affidavit stating the individual who has legal guardian of the child).
 - b. Verification of date and place of birth.
 - c. Dates and record of school attendance.
 - d. Course enrollment and grades.
 - e. Participation in extracurricular activities.
 - f. Achievement and/or standardized test data.
 - g. Date of graduation or withdrawal.
 - h. Record of disclosure and inspection.
 2. The following records of verifiable information are to be retained during the student's school career.
 - a. Medical/health data (These must be retained for a period not less than two years beyond separation from the district.)
 - b. Individual psychological evaluation (gathered with written consent of parents)
 - c. Individual intelligence tests, tests for learning disabilities, etc. (special education related).

- d. Other verifiable information to be used in educational decision making.
3. Students who have received services under P.L. 94-142 and/or the Education of the Handicapped Act of 1975 shall have a special services student folder included in the cumulative folder which meets the provisions of the district's compliance plan.

B. Maintaining Student Records

1. Transcripts of the scholastic record will contain only true factual information. The schools will confine its record-keeping to tasks with clearly defined educational ends.
2. Items listed under A-1 will be retained for 100 years. Those listed under A-2 will be retained during the student's school life and destroyed at graduation unless school law imposes other restrictions.
3. Teacher staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.
4. Student records will be considered as current educational and/or therapeutic tools and will be available only for use as such.
5. Official records are distinguished from "private notes" or "working notes" in that the latter consist of data collected for the use of the collector only.
6. Each student's cumulative educational record is maintained in the principal's office. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in areas directly related to the instruction of students.

C. Review of Student Records

1. A student of age (18 years of age or older) or the parents/guardians will have access to the student's records under administrative supervision during those times the school is normally in session unless arrangements for another time have been made in writing. The student for age or parents/guardians have the unique right to inspect the academic record and are entitled to an explanation of any information recorded on the record. School officials are obliged to define or interpret, but not necessarily justify or defend material contained in student records. Examination of the record will be permitted under conditions which will prevent its alteration or mutilation.
2. If the student of age or parents/guardians are in disagreement with the data on the student's record they may challenge the information by following the appeals procedures outlined in Item F of this regulation.
3. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will insure that such use will be limited to specific needs for providing the student with educational and welfare services.

D. Annual Notification of Rights to Parents/Guardians and Students

1. A summary of the major provisions of the Family Educational Rights and Privacy Act shall be placed in appropriate student handbooks and local newspapers in the fall as required by federal statute and regulations.

2. Annual public notice should be presented to parents/guardians of students attending school in the district that "Directory Information" will be released to the various communication media of the media of the district as deemed necessary by school officials. "Directory Information" includes the following information relating to the student: the student's name, participation in officially recognized extracurricular activities, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If a parent, guardian or eligible student does not want information of this type released, written notification must be sent to the principal of the school where the student attends.

E. Release of Student Records

1. If a student's record is requested by an official of another school system or educational agency as defined in state statute, the record may be released. However, written authorization to release the record will be sought and encouraged from the parent/guardian if the student is unmarried and under 18 years of age. Otherwise, the authorization will be sought from the student. Requests in writing for records will be considered as a release by an individual applying for school admission or employment.
2. Information from student files will not be available to unauthorized persons within the school or to any person outside the school without the express consent of the student or the parents/guardians except to comply with a judicial order or subpoena or in cases where the safety of persons or property is involved.
3. Both natural parents of the student shall have access to the student's records regardless of their marital status, unless a court order or divorce decree removes one parent's right to have knowledge about and/or to participate in the child's education.
4. Copies of the records of currently enrolled students will be made available to authorized personnel upon request.
5. A fee of \$1.00 per copy of official records will be assessed to all graduates or other students who have terminated their education.

F. Appeals Procedures

The following appeals procedure shall be used for the correction or deletion of inaccurate, misleading or inappropriate data in a student's record.

1. Parents and/or legal guardians or students 18 years old or older, after inspection of school records, may petition the appropriate Principal(s) in writing for an informal hearing to determine the accuracy and/or content of the student's school records.
2. The principal(s) will, within 10 working days of the written request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence supporting the petition, and provide a decision to those concerned.
3. If not satisfied, the petitioner may request, in writing, that the superintendent of schools review the case and determine appropriate action within 30 working days.
4. If not satisfied, the petitioner may submit a written

request to the superintendent for a formal hearing before the Board of Education. The Board of Education will have 30 working days in which to arrange for and hold the hearing. The Board of Education will make a final decision in regard to the status of the student's records and the material contained therein.

G. Formal evaluation Pursuant to Diagnostic Referral

"Formal Evaluation" means evaluation, interviewing or testing procedures used selectively with an individual student and does not include basic tests administered to or used with all students in a school.

1. A formal "permission to evaluate" form must be signed by the parent/guardian who has legal custody for the student prior to formal evaluation.
2. Upon waiver of parental rights (age 18) the student must sign the "permission to evaluate" form pursuant to formal evaluation.
3. Parents/guardians will receive a copy of the district's due process procedure along with the "permission to evaluate" form.
4. If permission to evaluate is not granted within ten(10) days by the parent/guardian, the due process procedure as applicable under P.L. 94-142 and the Education of the Handicapped Act of 1975 will be in effect.

Adopted: July 15, 1985

Cross Refs: IGBA, Programs for Handicapped Students.
JHDA, Psychological Testing of Students

Annual Local Education Agency Compliance Plan under Part B of the Education of the Handicapped Act, as amended by P.L. 94-142

Legal Refs: P.L. 90-247, Family Educational Rights and Privacy Act of 1974 P.L. 94-142, The Education for All Handicapped Children Act of 1975.

Mountain Grove R-III School District. Mountain Grove, Missouri

STUDENT MEMORABILIA

Recognizing that most student and parents want to retain some permanent impression or keepsake as a reminder of the school experiences from year to year, the Board sanctions the practice of negotiations and contractual obligations with commercial companies for student photographs, class rings and other memorabilia as a service to the students and as part of the total school program. No student, however, will be required to have a picture taken or will be pressured to purchase any student memorabilia. The selection of commercial companies shall be made by competitive bid. The bid price must be complete, including tax and other incidental charges.

Adopted: July 15, 1985

Mountain Grove R-III School District
Mountain Grove, Missouri

ASSESSMENT PROGRAM

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

designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

The following statewide assessments will be administered at the Middle School:

Grade level assessments in:

mathematics grades 5 thru 8
communication arts grades 5 thru 8
science grades 5 and 8

PARENTS RIGHT-TO-KNOW

- a) Parents of each student attending a school receiving Title I funds are notified annually they may request information regarding the professional qualifications of the student's classroom teachers.
- b) The LEA provides timely notice to parents of students in Title I served schools if the child has been assigned to be taught, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

SUICIDE AWARENESS/PREVENTION

Mountain Grove Middle School recognizes the importance of student's mental health in their learning journey. For more information on the board policy please visit the address listed below:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JHDF&Sch=522&S=522&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

TRAUMA INFORMED

Mountain Grove Middle School is part of the trauma informed initiative. To learn more please visit the website:

<https://dese.mo.gov/traumainformed>