

# Forsyth Middle School Student Handbook 2017-2018

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**POLICIES AND PROCEDURES GOVERNING  
FORSYTH MIDDLE SCHOOL  
FORSYTH, MISSOURI**

**Welcome to Forsyth Middle School**

We at Forsyth Middle School are proud to have you as part of our student body. The Forsyth R-III School District would like to welcome you to middle school. Our middle school for fifth, sixth, seventh, and eighth graders is designed for students who are changing from childhood to adolescence. We believe that we have an excellent school, and we invite you to explore the academic and co-curricular opportunities that are made available.

The purpose of this handbook and the enclosures you will find herein is to help you understand the policies and procedures that we follow at Forsyth Middle School. This handbook does not cover every situation which may occur; however, you will find answers to most of the questions that may arise.

Much of this handbook and many of the enclosures are taken directly from the Board of Education Policies and Procedures Manual. The primary purpose of the policies approved by the Board of Education is to help establish and maintain a safe, friendly, and enjoyable school environment at Forsyth Middle School. A copy of the Board of Education Policies and Procedures Manual may be found on our district website in the office of the middle school principal and/or the office of the superintendent of schools or at

<https://eboard.eboardsolutions.com/ePolicy/PolicyOverview.aspx?S=491&Sch=491>

We hope you will become involved in the wide selection of activities that we will be offering this school year. Congratulations on making Forsyth Middle School your school.

Remember- **“THERE’S NOTHING BETTER THAN BEING A PANTHER.”**

Best Wishes for a Great School Year,

*Dr. Sandra J. Goss*

Dr. Sandra J. Goss, Middle School Principal  
[sgoss@forsythr3.k12.mo.us](mailto:sgoss@forsythr3.k12.mo.us)

*Ryan Persinger*

Ryan Persinger, Middle School Assistant Principal  
[rpersinger@forsythr3.k12.mo.us](mailto:rpersinger@forsythr3.k12.mo.us)

Forsyth Middle School  
P.O. Box 187  
Forsyth, Missouri 65653  
417-546-6382

**FORSYTH R-III SCHOOL DISTRICT  
AND  
FORSYTH MIDDLE SCHOOL**

**Forsyth R-III School District Mission Statement**

Equipping students for the next stage of their life.

**Middle School Vision Statement**

Provide a safe environment where we can create educational opportunities to encourage students to be self-motivated, life-long learners, and productive members of society.

**Philosophy**

We believe that everybody is somebody. This philosophy requires that there be a mutual respect of the rights of all students to learn without regard to race, creed, sex, religion, or ability. All students have the right to learn, and those that are a part of the learning environment should respect that right. Teachers will provide for individual differences within their curriculum, but the student must put forth the effort to take advantage of the teaching by actively participating in the learning process and not disrupting the learning of other students.

**Communications**

It is important for ongoing communication between school and home among parents/guardians, teachers and administrators. Telephone calls, emails, newsletters, visits or personal notes are appropriate to communicate initial concerns about grades or behavior or to share successes. The school website will have current middle school information posted. We encourage parents to call the FMS office at 417-546-6382 or to stop by and visit with any questions or concerns. We also have a district webpage that has information regarding the district: The schools website address is [www.forsythpanthers.org](http://www.forsythpanthers.org)

**LEGAL NOTICE: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

If you do not want Forsyth R-III School District to disclose directory information from your child's education records without your written consent, you must notify the District in writing by October of the current school year. Forsyth R-III School District has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent educational agency or institution attended, and degrees, honors, and awards received (Note – an LEA may, but does not have to, include all the information listed above).



<b>FORSYTH R-III SCHOOL DISTRICT</b> <b>SCHOOL CALENDAR 2017-2018</b>
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August	14,15, 16	Teacher In-Services
August	17	Classes Begin for Students
September	4	No School-Labor Day
September	22	No School-Teacher In-Service
October	13	No School-Teacher In-Service
October	17	End of First Quarter (41 Days)
October	20	No School-Parent/Teacher Conference
November	10	No School-Teacher In-Service
November	22,23, 24	No School-Thanksgiving Vacation
December	20	Semester Ends (82 Days)
December	21-January 2	No School-Christmas Break
January	3	No School-Teacher In-Service
January	4	Classes Resume
January	15	No School-Martin Luther King Day
February	19	No School-Teacher In-Service (Presidents' Day)
March	9	End of Third Quarter (45 Days)
March	12-16	Spring Break
March	19	Classes Resume
March	30	No School-Good Friday
April	6	No School-Teacher In-Service
May	17	Semester Ends (87 Days)-Early Dismissal at 12:45p.m.
May	18	Teacher In-Service

Note: Calendar is subject to revision by action of the Forsyth R-III Board of Education.

Make-Up Days	Days in Attendance per Month		Calendar Hours
January 15	Aug. 11	Feb. 19	168 days @ 6.33hrs =1063.44
February 19	Sep. 19	Mar. 16	1 days @ 4.33hrs= 4.33
May 18,21,22,23	Oct. 20	Apr. 20	
	Nov. 18	May 13	169 days 1067.77hrs
	Dec. 14		
	Jan. 19	Total 169 Days	

**ENROLLMENT AT FMS**

**New Students Enrolling In School - Transfer Students**

The following information is needed from all new students who are enrolling:

1. Up-to-date immunization record (state requirement for enrollment)
2. Grade card and discipline record from previous district
3. Birth Certificate (Optional)
4. Proof of residency
5. Address and fax number of the previous district with the name of the counselor and administrator.
6. Parents must accompany new students upon registration.
7. Parents of students who have attended Forsyth Middle School the previous year will be required to fill out enrollment forms yearly.

**Withdrawal from School**

Students who must leave the Forsyth R-III District for whatever reason will need to do the following:

1. Complete and leave a "check out" form with the office.
2. Take care of all financial obligations to the district.
3. Clean out their lockers.
4. Leave their new home address and the address of the district where they will be attending with the office.
5. Parents are to accompany the student to school at the time of withdrawal.
6. Failure to follow this procedure will cause a delay in sending transcripts to the next school district.

**DAILY OPERATIONS AT FMS**

**Telephone Numbers**

Middle School Telephone Number: 417-546-6382  
Middle School Fax Number: 417-546-6943  
Superintendent’s Office: 417-546-6384  
Nurse’s Office: 417-546-6381  
Bus Barn: 417-546-6606  
High School Telephone Number: 417-546-6383  
Elementary School Telephone Number: 417-546-6381

**School Hours**

Middle School Building Opens: 7:50 a.m.  
Middle School Classes Begins: 8:20 a.m.  
Middle School Dismisses: 3:00 p.m.  
Middle School Building is Locked: 4:00 p.m.  
Middle School Building is Closed: 4:30 p.m.

**Arrival at School**

Students should arrive at school no earlier than **7:50** a.m. unless specifically requested to do so by a teacher, or unless arrangements have been made through the school office.

Breakfast is served in the cafeteria between 7:50 and 8:15 a.m. Students wishing to eat breakfast should go directly to the cafeteria for breakfast. Upon arrival or after eating breakfast, fifth and sixth grade students report to their classroom. All seventh and eighth grade students eat breakfast or go directly to the middle school gym. Students not in their assigned area will be sent to the office.

At 8:15 a.m., students will be allowed to go to their first hour class. **First hour will start at 8:20 a.m.** The district will not be responsible for supervising students outside the stated times of 7:50 AM and 3:15 PM unless prior arrangements have been made between district personnel and parents/guardians of the students.

## DAILY OPERATIONS & ACADEMICS AT FMS

### **Regular Schedule**

1 <sup>st</sup>	8:20 AM – 9:10 AM
2 <sup>nd</sup>	9:14 AM – 10:04 AM
3 <sup>rd</sup>	10:08 AM – 10:58 AM
4 <sup>th</sup>	11:02 AM – 11:52 AM
5 <sup>th</sup>	11:55 AM – 1:11 PM
6 <sup>th</sup>	1:15 PM – 2:05 PM
7 <sup>th</sup>	2:09 PM – 3:00 PM

### **Pledge of Allegiance**

Senate Bill 638 specifies the Pledge of Allegiance must be recited at least once per school day in schools supported by public funds. The Pledge of Allegiance will be recited daily during Panther Time.

### **Arriving Late**

Students need to report to the office with a parent, a note, or a phone call when arriving late, unless there is a bus problem. If there is no contact from a parent/guardian, it will be an unexcused absence/tardy.

### **Student Pickup From School**

Parents who wish to bring or pick up their children will need to go to the middle school main office to sign out their child.

### **Visitors**

All visitors are required to report to the middle school principal's office in order to check-in and obtain a visitor's pass upon entering the building or school grounds. Visits for other than school business are not allowed. Parents and Guardians may eat lunch with their student after obtaining a visitor's pass. Students are **not allowed** to bring visitors to school with them during the school day.

### **Students Leaving Together or Taking a Different Bus**

Bus passes will be issued by the office secretary. Both the sending and receiving parents must write a permission slip or call the office prior to 2:30 p.m.

### **School Counseling**

The Forsyth R-III School District offers school counseling services with the hope we may provide each student with individual guidance and counseling. All students will have the opportunity to meet with the counselor and discuss future educational and occupational plans. We urge you to take advantage of this opportunity.

### **Parent/Guardian Conferences**

Anytime you would like to contact a staff member, please call the principal's office at 546-6382 to request a time for a return phone call or conference with a teacher. We would encourage parents/guardians to do so anytime there is a concern.

### **Parent Portal**

Parents may view the progress of their student on the SIS system by signing up in the office with an email address. Progress reports will be sent home approximately every four weeks during the semester. Parents are able to view discipline, attendance, and other items on the parent portal. Parents are encouraged to communicate with the educational staff.

# ACADEMICS

## Grading System

The FORSYTH R-III School System has adopted the following grading scale:

A 94-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	F 0-59%
A- 90-93%	B 84-86%	C 74-76%	D 64-66%	
	B- 80-83%	C- 70-73%	D- 60-63%	

The inadequacy of grades when used to express the value of achievement and citizenship are generally recognized. Each student is encouraged to attain his/her highest level of achievement.

## Progress Reports and Grade Cards

Parents may view the progress of their student on the SIS system by signing up in the office with an email address.

Progress reports will be handed out after approximately 4 weeks of a quarter or upon request from a parent. Quarter grade reports will be handed out at the end of each quarter. Progress reports and grade cards are handed to students to take home for review with parents. The fourth quarter grades will be mailed out to the parent one week after school is out. Parents are requested to study the grade reports of their children. Parents should contact the classroom teacher when their son/daughter receives a deficiency notice.

## Honor Rolls

Three levels of scholastic achievement have been set up toward which students are urged to strive. They are as follows:

*Principal's Honor Roll* -- Achievement of 4.0 G.P.A. in all courses attempted

*Panther Honor Roll* -- Achievement of 3.67 - 3.99 G.P.A. in all courses attempted

*Honor Roll* -- Achievement of 3.0 - 3.66 G.P.A. in all courses attempted

At the conclusion of each quarter, the Principal's and Panther Honor Roll will be emailed to the local newspaper.

## Finals

Comprehensive semester finals will be up to the individual teacher at all grade levels and in all classes. Please note that the semester grade is the average of the previous two-quarter grades.

## Promotion

All **fifth, sixth, seventh and eighth grade** students must pass **the core requirements**: Math, Science, Communication Arts, Reading and Social Studies **per semester** to be promoted to the next grade level. Failure to meet the aforementioned requirements may result in your child being recommended to attend and successfully complete summer school or recommended to be retained. If students fail all core requirements throughout the school year they will be automatically retained and not have the opportunity to attend summer school.

## Outside/Student Speakers

Outside/Student speakers are speaking as individuals, and their speech does not reflect the endorsement, sponsorship, position, or expression of the Forsyth School District.

## Student Records

Parents and students who are 18 or older shall have access to their student educational records. Student information termed "directory information" may be released unless the school is directed by the parents/guardian not to release such information. This information will include: Name, address, telephone number, date and place of birth, attendance, and grade level.

**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.

## Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. Any student enrolled in Forsyth Middle School will be required to participate in MAP testing.

# SCHOOL ATTENDANCE

## **Absent from School**

When a student returns to school following an absence, the student is required to bring a note or have a phone call from a parent/guardian explaining the reason for the absence. If the note is received prior to the absence, a second note is not necessary upon return to school. The student absence will be verified in the computer and marked with a V. The student will be allowed to make up work missed during the absence. Students will have one day to make up work for each day they are absent. This does not affect the due date of previously assigned work or tests.

## **Leaving School Grounds**

Once a student steps foot on school grounds they are considered at school. A student must never leave school before the regular dismissal time without permission from the administration. When a student needs to leave school early, they must present a parental permission note before their first class so the note can be verified if necessary. Students may also have a parent/guardian call the school to leave school early. The parent/guardian will be asked a security question prior to the release of the student. Students may leave only with a person named on the enrollment verification form that is on file in the middle school office. Students must be signed out in the office by the individual picking them up prior to leaving. Students may not return to school that day unless a parent/guardian accompanies the student to the office to sign the student back into school. Students leaving without permission will be considered truant and will be disciplined according to policy.

## **FMS School Building Attendance Policy**

Regular attendance in each class is necessary for students to reach their full potential. Students who attend school on a regular basis make better grades, have higher levels of achievement, and are better prepared to pursue their careers after high school. For the student with frequent absences, the benefit of regular classroom instruction is lost and cannot entirely be regained even by extra instruction, and generally only mediocre academic success can be achieved. The entire process of education requires continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual. **The Forsyth Middle School has directed the implementation of the following attendance policy:**

1. Parents/guardians are responsible for notifying the principal's office when their son/daughter is to be absent from school. When a student returns to school after an absence, he/she must present a written statement signed by a parent/guardian indicating the reason for his/her absence. Presentation of a statement signed by someone other than a parent/guardian will result in a disciplinary action. The writer, if another student, is also subject to a disciplinary action.
2. An **unexcused absence** will be recorded for students who are truant or by the lack of written explanation signed by a parent or guardian for the time missed by the student. Class work missed during an unexcused absence must be made up in a timely manner at the discretion of the administration.
3. Missouri Law requires every parent or guardian, having control or custody of a child between the ages of 7 and 17, to cause said child to attend a school not less than the entire school term of the school which the child attends. Any parent or guardian who violates the provisions of Sections 167.031 to 167.051 RSMO is guilty of a misdemeanor. Parents who do not abide by the compulsory attendance law will be referred to local authorities. As a school we are legally obligated to monitor student attendance and to report any cases that we feel qualify as educational neglect, regardless of whether the absences are excused or unexcused. Therefore, as a student begins to accrue absences, a review of the student's progress will take place. Interventions such as parent conferences, mandating summer school, requiring retention, and notifying the Prosecuting Attorney of Taney County may be considered.



4. School sponsored activities for which the student has been properly pre-excused are exempt from and will not pertain to this policy. However, each student will be required to make up all work missed because of the activity in a timely manner.
5. In-school suspension will not count as an absence from class. Any out-of-school suspension will count as an excused absence in all classes, and such students may not participate in any extracurricular activities during that suspension. Class work missed during OSS must be completed in a timely manner at the discretion of the administration upon return to school.
6. A student absent from school may not participate in or attend school sponsored activities unless the student attends at least 4 hours of the school day and checks in with the proper notification or the building principal was notified prior to the absence, and the student was given authorization from a building principal.
7. Extenuating circumstances such as chronic illness or hospitalization may be cause for consideration in exceptions to the attendance policy. The parents/guardians must direct any appeal concerning attendance decisions to the principal. Records for each student's absences will be kept in the principal's office, and it is the responsibility of the parents/guardians to provide accurate and specific information regarding each absence. Prolonged illnesses will require a doctor's verification. In cases of extenuating circumstances such as chronic illness or hospitalization the services of homebound might be available. Please check with the Special Services Director to see if your child qualifies.

### **Recovery Center**

Students who wish to obtain perfect attendance may attend a homework center in order to receive credit for class time missed. The students must bring a note from home stating the dates the student may recover time in a scheduled homework center. Student must bring some form of school work.

### **Dismissal of School**

The superintendent of schools may dismiss school due to weather, mechanical failure, or other emergencies that may arise. Notice to the public will be made by an automated call to each family using the phone number on file in the office and over radio stations KRZK, KOMC, KWTO, and KTTS, and television stations KY3, KOLR, and KSPR. If it becomes necessary to dismiss school early, we will send your children home on the bus as usual.

### **Publication Notice**

Parents and Guardians: Throughout the school year photographs and videos of your child and your child's name may be used in various forms (newspapers, class newsletters, etc.) If you do not want your child's names or pictures published please come by the office and sign the No Publication Form.

### **Use of the Building**

Prior arrangements should be made with the Athletic Director for any activities, which may require the use of the building after school hours. Arrangements should be made at least one week in advance and the sponsor of the organization or activity is to make the request. Groups outside the school wanting to use school facilities must submit application through the Superintendent's Office.

# FOOD SERVICE

## **Middle School Breakfast and Lunch**

It is very important that you place your child’s lunch money in a school-provided envelope with the front completed, detailing to whom and where the money is to be credited. Each student will have a student ID number that will be utilized daily for lunches. Students will not be able to charge lunches or extra milks students must bring money to lunch if they would like to purchase these items. If a student has exhausted all funds and has a negative balance, he/she will not be served a hot school lunch or breakfast. Arrangements should be made to bring their lunch if the student’s account does not have a positive balance. Second lunches will not be available. Forsyth School maintains a “CLOSED” lunch period; therefore, students may not leave school grounds for lunch.

## **Free and Reduced Lunches**

Families may leave an application for free and reduced lunches in the middle school office. The middle school will make approval or denial. After the application has been turned into the office the family will receive notification of the decision of approval or denial. If you have not received this notification within five days, please contact the office. (Lunch prices could change after handbook goes to print.) Updated lunch prices will be provided in August.

### **Breakfast Prices**

Grades 5-8	1.15
Reduced	.30

### **Lunch Prices**

Grade 5	\$2.05
Grades 6-8	\$2.15
Reduced	\$0.40

# EMERGENCY DRILLS

## **Safety Drill Instructions**

A Crisis Response Guide is posted in every classroom. Teachers and students will respond appropriately to the situations described in the guide through a series of safety drills conducted during the school year. Students are to follow the instructions of school personnel during all crisis responses. Crisis response includes evacuation, severe weather and lockdown. (FORSYTH R-III Board Policy Manual, File: EBC)

## **Evacuation Drill**

In case of fire or a fire drill, remember these directions and your teacher’s directions precisely: an announcement will be made over the intercom by the central office to take the appropriate measures. All windows and doors must be shut. DO NOT use the windows for evacuation unless your classroom door is blocked by fire. Procedures are in place for the evacuation of the school campus if conditions warrant.

## **Tornado Drills**

An announcement will be made over the intercom by the central office to take appropriate measures. After the announcement students will be moved to the PAC/Tornado Shelter.

## **Earthquake Drill**

In the event of an earthquake or an earthquake drill, students and faculty will get under their desks and assume a protective position with their hands over their heads. . (FORSYTH R-III Board Policy Manual, File: EBC)

## **Lockdown Drill**

In the event of an intruder entering the building, a procedure has been developed to increase the safety of our students. Teachers will familiarize the students of the steps to be taken if this situation occurs.

# TRANSPORTATION

## Bus Transportation

The school buses are owned and operated by the school district and are under the Jurisdiction of the Board of Education. The school administration has the authority to make necessary rules and regulations concerning the use of school buses. Student appreciation for this service can be shown by good conduct on the bus, following the directives of the driver, and also by considerate treatment of the bus equipment.

In order to ensure the safest possible environment for ALL students on the bus, the following discipline policy is in effect for ALL students that CHOOSE to ride:

1. Obey the directives of the bus driver.
2. Be courteous: no pushing, shoving, swearing, fighting, etc.
3. No illegal substances: tobacco, e-cigarettes, drugs, alcohol, weapons, etc.
4. Do not eat or drink on the bus.
5. Do not damage bus or equipment.
6. Do not litter: includes inside and outside the bus.
7. Stay seated correctly and talk to your neighbors without screaming or shouting.
8. No pets, balloons, flowers, etc. Busses are for transporting students and their school supplies.
9. Personal electronics devices may be used on the bus as long as they are not being disruptive to the driver and surrounding Students
10. School issued laptops must stay in their protective sleeve and in the student's backpack while on any school bus

Violations that are less severe than Level 2 violations and will be dealt with using the following guidelines:

**A minor [level one] violation will have the following consequences:**

1. First Offense: Driver/Student Conference.
2. Second Offense: Contact with the parent made by driver.
3. Third Offense: Office referral resulting in warning or 1 day bus removal.
4. Fourth Offense: Office referral resulting in 1 or 2 day bus removal.
5. Fifth Offense: 3 day bus removal for each subsequent discipline notice.

**More severe violations, which create unsafe conditions on the bus, will be considered Level Two, and will result in more severe consequences.** The first level two violation will result in a three-day bus removal AND parent conference with the bus driver and/or school administration. Please keep in mind that we are trying to maintain a safe environment for ALL on the bus.

Some examples of a level two violation:

- Insubordination causing an unsafe bus climate
- Vandalism
- Verbal or physical abuse
- Sexual harassment
- Use or possession of illegal substance

\*Continued level 2 violations will result in removal for 5 days, 10 days, 30 days, 90 days and eventual permanent bus removal.

The transportation department wants you to know that we are doing all we can to make sure your child has a safe and enjoyable trip, whether it be to and from school or an activity. With your help we can achieve these goals. The transportation department phone number is (417) 546-6606 if you have any questions or comments.

The driver/administration reserves the right to assign a seat to students while on the bus

**The administration reserves the right to use regular school discipline in addition to or in place of bus discipline. Anything not in the transportation policy will be dealt with on a case-by-case basis.**

### Walking To and From FMS

Please notify the school if you are allowing your child to walk to and from school.

### Bus Passes

Bus passes will be issued by the office secretary. Both the sending and receiving parents must write a permission slip or call before 2:30 p.m.

### Activity Bus

If you are going on an after school activities bus and there are multiple buses for the activity you must go on the first bus unless you are staying for an after school activity. You may not leave campus and then return to campus to ride a later bus.

## WELLNESS

### Health Services

If a student becomes ill during the school day or requires first aid, the student is to be sent to the office. UNDER NO CIRCUMSTANCE SHOULD A STUDENT GO DIRECTLY FROM CLASS TO THE NURSE. Aspirin, Tylenol, etc., is **NOT** available in the office or from the nurse. Should a student be seriously ill and need to be sent home or to a hospital, parents will be notified. Each student must have an emergency telephone number on file with the nurse. All students must have permission from the school nurse office **BEFORE** going home for illness. The school nurse is responsible for maintenance of health records, including immunizations for each student. **Students' immunizations must be up to date and current or they will NOT be allowed to attend school.**

### Student Safety

On rare occasions students are needlessly hurt during the school year. In most instances, injury could be avoided if students would be more cautious and simply think before acting. To minimize the possibility of injury, students are expected to obey the following rules:

1. Report accidents promptly and accurately to the principal.
2. Inform someone in authority of unsafe practices in the building, school grounds and/or streets.
3. Help keep the school building clean and hazard free.
4. Remain calm and follow the directions of the principal and school personnel during safety drills and other emergencies.
5. Students participating in agriculture and lab classes are required to wear safety glasses or goggles and must follow the safety rules set for each class.

### Health (School) Insurance

Supplemental insurance is available on a voluntary basis for each student in school. This insurance provides for coverage of injury while at school-sponsored events. Students are not covered under the insurance if they drive or ride with someone to and from school. They must be on the school bus to be covered. All students participating in athletics must be covered by insurance. If a student does not purchase school insurance, a statement from a parent or guardian will be needed to show proof of insurance.

### Health Standards

The school nurse, with the consent of the principal, may require a pupil suspected of having a disease or of being able to transmit a disease to be excluded from school according to school policy for prevention and control of communicable diseases. These students may also be required to be examined by a physician and to provide a written statement of health before returning to school. Any pupil not complying may be excluded from school. Children who become ill at school should be taken to the health office and a decision will be made there as to calling a parent, doctor, etc. The decision regarding medical treatment should always be the responsibility of the parent. Only in cases of emergency will the school make this decision. Please see communicable disease policy.

## **Communicable Disease Policy**

A student shall not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease, unless the Board of Education, or its designee, has determined, based on medical evidence, that:

1. Student is no longer infected or liable to transmit the disease, or
2. The student is afflicted with a chronic infections disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative educational setting in accordance with district policy.

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

The district will implement the "Reporting Disease Outbreak Control Measures" in accordance with 19 CSR 20-20.010 through 20-20.060 and 20-28.010.

## **Medication Policy and Procedure for Students**

**All medicines including over the counter and prescription medicines must be brought to the school nurse's office and dispensed by the nurse or designee.**

The diagnosis and treatment of illness and the prescribing of medication are never the responsibility of a school, and should not be practiced by school personnel. It is the expectation of the district that all prescribed medications are administered by the student's parent at home. The district acknowledges, however, that some students may require prescribed medication during the school day. In these cases, medications will be administered according to the law and school administrative procedures which are listed below.

1. Medications must be prescribed by a person licensed by a state regulatory board or otherwise to prescribe medications by state law.
2. The prescription must be in the original container with the directions for administration at school on the container. Parents must bring the medication to school in the original packaging. The district will not administer the first dose of any medication. Medication authorization forms must be completed and signed by the parent. This form must be renewed if there is a change to medication type, dosage, or frequency and at the beginning of each school year.
3. The school nurse (or any other staff member) may not be verbally directed by a parent to administer medication to a student. This includes over-the-counter medications such as Tylenol or Ibuprofen.
4. Over-the-counter medications can be administered at the school if there is written permission from the parent or guardian. This form is available in the nurse's office. Parents must supply medication and bring it to school in the original packaging.
5. Medications (over-the-counter or prescription) **cannot** be transported on the bus.
6. Students are not allowed to dispense any medication (prescription or over-the-counter) to his/her self or to others at any time. Please note that an insulin dependent diabetic may self-administer with the nurse's supervision.

7. No student will be permitted to attend school that has a contagious illness or condition. If the nurse suspects a contagious condition, the parent will be contacted to pick up the student. In some cases, the student must be examined and cleared to return to school. In accordance to STUDENT HEALTH SERVICE REQUIREMENTS Policy JHC, a student in which live head lice have been discovered, the student may not return to school for 24 hours after the discovery of the live head lice. When the student returns to school, he/she will be re-examined by the school nurse. If only nits are discovered and not a live head lice infestation, the parent/guardian will be instructed on treatment options, and the student will be re-examined within five (5) calendar days.
8. The school nurse may offer the following remedies to your child: peppermint candy (soft, quick dissolve used for younger children), Chloraseptic throat spray, menthol cough drops, triple antibiotic ointment, saline eye wash, Calamine lotion, Aloe Vera lotion, bandage adhesives, hydrogen peroxide, topical lidocaine burn gel, muscle rub, TUMS antacid chewable, Orajel/Anbesol (benzocaine) and Carmex/Blistex lip ointment. **If your child is allergic to any of these products or if you would like a specific product to be withheld from your child, please submit a letter addressed to the school nurse listing the remedies listed in #8 to be withheld from your student.**

### **Epinephrine**

Epinephrine medication is in stock and can be used on any student in an emergency, a notice notifying the district in writing must be signed by parents/guardians if they do not want these medications administered in an emergency. (FORSYTH R-III Board Policy Manual, File: JHCD)

### **Hygiene**

Hygiene should be a matter of personal pride in oneself. Poor hygiene can affect the learning process of the student and the students around him/her. If FMS staff feels a student's hygiene is affecting learning, the student will be sent to the nurse, counselor, or administrator to discuss proper hygiene.

## **STUDENT RESPONSIBILITIES AND CODE OF CONDUCT**

### **Daily Announcements**

A daily bulletin with items of student and teacher interest will be displayed every day in a student's panther time or home room class. A copy of the daily announcement will be posted on the school website. Students are expected to read the bulletin on the SIS student portal daily.

### **Student Handbook**

Every student will have the opportunity to download the student handbook to their computer. The handbook can also be found on the school website. The student handbook has the policies and regulations governing the Forsyth Middle School students.

### **Hall Pass**

Any student not in class must have a hall pass explaining why he/she is out of class or be accompanied by a teacher to prevent facing disciplinary action. The pass is to have the time the student left the room, where the student is going, and be signed by the sending teacher. The same applies when the student leaves to return to class. It should not be necessary for a teacher to give students passes to go to their lockers or to the restroom on a frequent basis. ***Students are not to go to the other buildings without a pass issued, except to attend an assigned class.***

### **Fees and Charges**

1) Students desiring to construct special projects in courses, such as art, home economics or social studies, shall pay for needed materials as they are utilized. All required items constructed by the student in such courses might be purchased from the school for the cost of materials used. 2) Clubs and organizations not required for academic credit may charge membership dues. 3) Where the student causes the willful or negligent destruction of property, the school district may assess charges to cover the cost of repair or replacement of property. 4) Fines may be imposed in classes, such as art or band, if items loaned are not returned promptly so other students may use them. 5) The school district may withhold a student's participation in the 8<sup>th</sup> Grade promotion ceremony for failure to pay charges assessed by the school.

### **Physical Education Class**

Students enrolled in physical education class are required to provide their own clothing. The clothing shall be of the type that is necessary for safety, health, or protection of people or property. Soft-soled shoes, socks, a tee shirt/sweatshirt, and shorts/sweatpants are acceptable. Cut-off jeans are not considered acceptable. Students are encouraged to place names on shoes and P.E. clothing. A student who has an illness or disability which necessitates a limited physical education program or one who should be excused entirely from physical education, must have on file with the principal a doctor's statement to that effect. The statement should include the student's name, statement of the problem, and dates during which the student will be unable to participate.

### **Lockers**

Locker assignments are made at the beginning of school. Students are not to trade or share lockers. Locks may be placed on lockers in the hallway provided the office has the combination or extra key to the lock. ***Items should never be left in a gym locker without a lock, as the school is not responsible for personal property lost or stolen.*** The misuse of a locker will result in loss of the privilege of having a locker. Students are expected to keep lockers neat in appearance and to keep the doors closed when not in use. Students are reminded that lockers are the property of the school and are subject to inspection. Open beverage containers are not allowed in lockers.

### **Internet and Computer Access**

Forsyth Middle School offers access to networked computer resources to staff and students. The operation of the Internet depends heavily on the proper conduct of its users, who must adhere to strict guidelines. If a district user violates provisions outlined in the acceptable use policy, consequences will follow. Some violations may result in legal action. There is more information outlined under the discipline portion of this handbook.

### **Digital Citizenship**

Digital citizenship can be defined as the norms of appropriate, responsible behavior with regard to technology use. All students are expected to be responsible digital citizens.

### **Care of Books**

All books, which are the property of the school, should be kept in good condition. A fine or replacement cost will be charged for a book that is lost or damaged. Please report all lost and defaced books to the teacher and/or principal.

### **Care of School Property**

It is the responsibility of each student to see that school property is kept in good condition. Vandalism of any sort will not be tolerated. Students will be held responsible for the proper care of all books, computers, supplies, apparatus and furniture furnished by the Board of Education. Pupils who deface or mar school property will be required to pay all damages and will be subject to disciplinary action.

### **Lost and Found**

Students who either lose or find items should report this to the office. Loss of property may be minimized by placing the owner's name on every article and by not leaving personal items unattended. Students are advised to leave valuable items and large amounts of money at home. Lost and found items will be taken to Good Will at the end of each quarter if items are not claimed before that date.

### **Assemblies**

Assemblies are an important part of our school program. The faculty, administration and student organizations will schedule a variety of programs. An attempt will be made to make the programs both enjoyable and educational. Admission may be charged for some assemblies and students will be notified in advance when this is to be the case. One of the educational values of assemblies is training in good audience behavior. It is each student's responsibility to be respectful, courteous and attentive at all times.

### **Conduct in Halls**

The halls are very crowded between classes as well as before and after school. Therefore, it is necessary to observe certain rules so disruptions, confusion or other problems are kept to a minimum. Students are to be courteous to others in the hall. Students are to avoid running, shouting, whistling, slamming lockers and other forms of unnecessary loudness at all times. Do not loiter at lockers or stand in groups blocking the hallways. Please make an effort to keep the halls clean by placing waste paper and other refuse in trash cans.

### **Public Display of Affection on School Grounds**

Students should conduct themselves in a proper manner at all times. This means that there shall be no embracing, kissing, or un-presentable action on school grounds (i.e. holding hands). This also pertains to the hallways and the parking areas. This policy also covers student behavior at any school activity such as ball games, class plays, dances, etc. Students disregarding this policy should expect disciplinary action from the principal.

### **Toys, Radios and CD/MP3/IPOD Players, etc.**

Toys, radios and CD/MP3/IPOD players brought to school create too much disturbance in the classrooms and hallways. Such items can be lost or broken at school. Therefore, these items should not be present upon arriving at school. If the items are out after arriving on school grounds, the item(s) will be kept in the office until a parent can pick up the item and a disciplinary action will follow. If unclaimed at the end of the quarter, the item(s) will be donated to charity. In the event that any of the above mentioned items are lost, stolen or broken, it is the sole responsibility of the student.

### **Selling and Trading:**

There is to be no giving, buying, selling, or trading of any object at school.



### Library/Media Center

The FMS library exists to provide students and faculty with access to information from a variety of sources and to encourage personal development through reading. Materials available for students to use at school and home include books, magazines, newspapers, and CD's. Additional equipment is available during school time such as a copier, a scanner, computers, cameras, camcorders, internet, on-line databases, videos, CD/DVD burners, projectors, CD/cassette players, and more. A certified library media specialist is able to help students with the collection, organization, and presentation of information through a variety of audio, video, and printed media. The library adheres to guidelines established by the American Library Association and the Missouri Department of Secondary Education with regard to recommended policies and procedures. The following library policies are in place to provide students with equal access to assorted media. Books may be checked out for a two-week period and repeatedly renewed if not requested by another student. Reference material may be checked out for one hour or overnight. Fines will be charged for materials damaged or not returned on time. If materials are not returned participation in the 8<sup>th</sup> grade promotion ceremony will not be allowed until materials have been paid for. Students are encouraged to submit specific requests for the purchase of additional reading material and to maintain an environment conducive to learning. For protection of library materials and equipment, food and drink are not allowed. The library is open from 7:50 a.m. to 3:10 p.m. every day during the normal school year. Students are welcome to use the library after hours by appointment.

### Student Dress Code and Appearance

The manner in which a person dresses often affects the behavior and the quality of schoolwork produced by that student.

There is no rigid dress code at Forsyth School District. Therefore, since good judgment is important, students should consider carefully how they dress before going to school each day. Clothing, hair, piercing or adornments that are abbreviated, suggestive, or otherwise improper, based on local community standards of the school district, and/or clothing, hair, piercing, and adornments that have a detrimental effect on the learning situation should not be worn. Dress that is excessively casual should not be worn in the building. Other incidences of irregular clothing will be dealt with individually as the need arises.

Students should not wear clothing that advertises drugs, alcoholic beverages, or sex symbols. Shorts may be worn year round. Administrative discretion on length will be used. Students may not wear caps, bandanas, scarves, headbands, gloves, or sunglasses in the building. No chain wallets. No gang related colors, tags, symbols, or apparel will be permitted. Face painting along with writing and drawing on the skin are prohibited. **Absolutely no pajama pants, sagging pants, or tank tops may be worn. No spaghetti straps, no midriffs, and no undergarments may be showing. Pants that have noticeable holes above the knees may not be worn.** Students disregarding this policy should expect disciplinary action from the principal.

### Use of Telephone and any Unapproved Electronic Devices

The phones in the office are for school personnel use only. Unless it is an emergency, students will not be called out of class to answer the phone. However, **Emergency messages prior to 2:30 p.m. will be delivered to the students. Daily plans need to be made before your child leaves home.** Students must get permission from the principal to use the office phone.

Students will be allowed to use cell phones after school hours. Students who bring cell phones/unapproved electronic devices to the school must keep them out of sight and off until school is let out. If a student is using a cell phone/electronic device or the device is visible or is heard, a disciplinary action will occur and the device will be kept in the office until a parent is able to pick it up. If unclaimed at the end of the quarter, the item(s) will be donated to charity. Cell phone/electronic device use upon entering the building, during passing, class time, lunch, etc. will not be permitted. If a student possess electronic pictures or texts, the district will consider it the same as hard-copy possession of the documents.

## **Drugs/Alcohol**

**Possession Or Use Of A Controlled Substance:** Including drugs, look-a-like drugs, drug paraphernalia, legal and/or prescription medication, and alcohol within 2000 feet of school property, on school buses, or school activities at home or away. This includes being under the influence. First time offenders submitting to a drug and alcohol evaluation (evaluator to be chosen by the school at the student's expense) may have their suspension reduced.

**Sale Or Distribution Of A Controlled Substance:** Including drugs, look-a-like drugs, drug paraphernalia, legal and/or prescription medication, and alcohol within 2000 feet of the school property, on school busses, or school activities at home or away.

**Tobacco/E-Cigarettes:** The possession or use of any tobacco/e-cigarette product within one (1) square block of school property by a student is prohibited. This does include all school activities at home or away.

## **Weapons**

Knives, guns, and/or other sharp objects considered dangerous are NOT to be brought to school and will result in a severe disciplinary action. A knife with a 4" blade or bigger will be considered a weapon. All knives will be kept in office until a parent picks them up. At the end of quarter if the item is not collected it will be discarded. (FORSYTH R-III Board Policy Manual, File: JFCJ)

**Weapons and Weapon Threats:** The term "weapon" shall include, but not be limited to: A firearm, a knife with a blade 4 inches or longer, or any object used in a threatening manner, this includes threatening to bring a weapon to school.

**Knife:** A pocket knife with no blade over 4 inches is not considered a weapon unless it is used in a threatening manner; however, it is an inappropriate object and will be confiscated and returned to the parent upon request.

**/Harassment/Hazing:** In order to promote a safe learning environment for all students, the Forsyth R-III School District prohibits all forms of hazing, bullying, cyberbullying, and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. 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, or a witness of hazing, bullying, or cyberbullying are instructed to promptly report such incidents to a school official. Bullying Incident Report Forms will be available for students to record bullying information.

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, bullying, or cyberbullying, to the building principal within two (2) school days. The principal who receives the report will investigate all complaints of hazing, bullying and cyberbullying within two (2) school days, and shall administer appropriate discipline to all individuals who violate this policy. The investigation shall be completed within ten (10) school days from the date of the written report of bullying unless good cause exists to extend the investigation. District staff who violate this policy may be disciplined or terminated. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff, and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program. This policy shall also be posted on the District's web page (as Board Policy) and a copy shall be placed in the District Administrative Office.

*Bullying*- is defined as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus.

*Hazing* – For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

*Cyberbullying*- means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

### **Searches by School Personnel**

School lockers, desks, computers and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

Acts of violence and/or serious violations of board policy procedures can be viewed at (FORSYTH R-III Board Policy Manual, File: JGF).

## STUDENT BEHAVIORAL INCENTIVES

At Forsyth Middle School, several incentive programs are offered in order to encourage students to strive for excellence. The following incentives are offered at FMS:

**\*Quarter Event** - Students are able to attend the quarter event if they are on the honor roll of 3.67-4.0, they score Proficient/Advanced or students increase by two RIT bands on the NWEA benchmark assessment, or a student receives seven blue ribbons in one subject area from Study Island. The quarter event will be held three times throughout the year. The schedule for the events will tentatively be as follows: **October 27    January 26    March 29**

**\*NWEA/Study Island Field Trip**- This field trip would take place in early April. Students must score Proficient or Advanced in either Math or ELA on the spring NWEA benchmark; or they may complete the entire Math Study Island with all blue ribbons, or the entire ELA Study Island with all blue ribbons.

**\*Positive Office Referrals** - Students are able to earn Positive Office Referrals throughout the year. Positive Office Referrals are awarded when a teacher sees a student helping another student or teacher in need or conducting a good citizenship deed. When a referral is submitted, the student will be called to the office at which time he/she will be recognized for his/her good deed. The student will receive a copy of the reward and another copy is posted on a bulletin board in the middle school hallway.

### **PANTHER TIME –Pyramid of Interventions/Extended Lunch Time/Enrichments**

#### Pyramid of Intervention

Any 7th or 8th grade students who are earning D's or better at the end of each quarter will be enrolled in an elective class 5th hour. Any 7th or 8th grade student earning an F in a core subject at the end of each quarter will be placed in a tutoring class to complete assignments. Any 5th or 6th grade students who are earning D's or better at the end of each progress & quarter will be enrolled in an elective class 5th hour. Any 5th or 6th grade student earning an F in a core subject at the end of each progress & quarter will be placed in a tutoring class to complete assignments.

## DISCIPLINE

Discipline is training that enables students to make appropriate choices in a climate of trust and support, always beginning with clear, concise limits that are followed by appropriate consequences. Good discipline is essential to promote an atmosphere conducive to learning. Positive reinforcement of appropriate behavior is an important component of good discipline. Additionally, how we as adults respond to inappropriate behavior provides a model that students follow in their interactions with others.

The principal and assistant principal of the school shall be directly in charge of the discipline along with the constant assistance of all faculty members. Proper order shall be maintained at all times. It is the duty of all teachers to cooperate with and assist the administration in every way with the maintenance of proper study and organized play. Students will show proper respect to all teachers and obey their instructions. Teachers are to maintain control of students both in and out of class. Students may be suspended from school by the principal for continually breaking rules and disrupting classes.

**Methods of Discipline**

- \*Teacher-student conference
- \*Referral to counselor
- \*Lunch detention
- \*In-School Suspension
- \*Change of educational placement/alternative program
- \*Communication with parent via email, note, telephone, and/or conference
- \*Deprivation of privileges of preferred activities
- \*Time-out in the classroom
- \*Referral to principal
- \*After school detention
- \*Out of School Suspension

**Corporal Punishment-** No person employed by or volunteering on behalf of the Forsyth R-III School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

**DISCIPLINE REFERRALS**

In the Forsyth Middle School discipline program, one type of referral exists: direct referrals. Below, you will find an overview of the referral.

**Direct Referral** - A direct referral is a situation that requires immediate consequences. Behaviors such as major classroom disturbances, disrespectful conduct or speech, fighting, harassment, threats, etc., will be a direct referral. The staff member should complete a referral form, which is found on the computer, and send the form and the student to the office. The direct referrals will have two (2) copies, one for the student and one for the parent. In the office, the middle school administrator will deal with the situation as needed. The administrator will work with the student to discuss the consequence, communicate with the parent, and monitor completion of the consequences.

**Due Process**

Students have the right of due process concerning disciplinary actions:

- a. Given oral or written notice of the charges against them.
- b. Given the opportunity to present their version of the incident.
- c. Given oral or written explanation of the proposed disciplinary action(s).
- d. The opportunity to appeal.

**Detentions** – After School Detention (ASD) may be served from 3:05 p.m. to 4:00 p.m. The exact date and time will be assigned at the discretion of the administration. The student will follow all detention guidelines as approved by the District. Changes in assigned detentions can be made only by the parent/guardian with a telephone call **prior** to the scheduled detention. Saturday Detention is held on a designated Saturday from 8 a.m. to Noon. Students must bring academic work to detention.

**Detention Guidelines:**

1. Transportation home at the end of detention is the responsibility of the student.
2. Students must work on school assignments or reading materials accessible from the school library.
3. All homework, books and reading materials must be brought with the student when entering detention. Students will not be allowed to go to the library or locker after entering detention.
4. No talking allowed.
5. No visitors allowed.
6. Students are not allowed to take or make telephone calls.
7. No unapproved electronic devices, food or drink will be allowed in detention.
8. Students will remain in an assigned seat and get up only with permission of the supervisor.
9. Any student found writing on the desks will be assigned further discipline.
10. Students kicked out of ASD will be assigned 1 day of ISS. Students kicked out of Saturday detention will be assigned 2 days of ISS.

**In-School Suspension (ISS)** – The student is under the supervision of a teacher the entire day and isolated from the normal school routine. Work completed while in ISS may be made up for credit. Inappropriate behavior while in ISS may result in out-of-school suspension. The suspension will end at midnight of the last day assigned.

**In-School Suspension Guidelines:**

1. The ISS teacher will monitor and help the students with teacher assigned work for the students in ISS. While in ISS students will work on classwork during the time of the day they have the course they are working on
2. Students are to have all materials necessary to complete all assignments when reporting to ISS.
3. There is to be no talking at any time unless a student raises their hand to ask a question about an assignment.
4. Sleeping or putting head down on the desk is not allowed. All four legs of the chair must remain on the floor.
5. Students are allowed one restroom break in the morning, one after lunch, and one in the afternoon. Restroom breaks will be taken when all other students are in class.
6. It is the responsibility of the student to see that all work completed is turned into the teacher. Some assignments or tests may be collected by the supervisor and turned into the teacher immediately.
7. Students are not allowed to eat candy, chew gum, drink soda, etc., while in ISS.
8. Students are responsible for getting and completing all classroom assignments when serving ISS
9. If a student is removed from ISS they will be placed into out-of-school suspension (OSS) for up to 2 days. Upon return from OSS, the student must complete the remainder of their ISS

**Out-of-School Suspension (OSS)** – The student is to remain out-of-school and not within 1000 feet of campus day and night while suspended. Student may not attend any school activities, home or away, or any practices, while suspended. Makeup work for the suspension should be completed during the student’s suspension and is due upon students return to school, unless prior arrangements have been made with administration. The suspension will end at midnight of the last day assigned. OSS days will count only when school is in session. Students are responsible for getting and completing all classroom assignments when serving OSS

**Suspension and Expulsion According to Missouri Law** - A principal may suspend a student for cause for a period not exceeding ten (10) school days. The superintendent may suspend students for ninety (90) school days. Students under suspension are not eligible to represent the school in any activity, nor may a student who is suspended be on school grounds unless accompanied by a parent or guardian with prior administration approval. Any student expelled is not allowed on school grounds during the time of expulsion. After giving notice to a parent or guardian and a hearing upon the charges, the Board of Education may permanently expel a student for conduct prejudicial to good order and discipline, or which tends to impair the morals or good conduct of students. Students who are suspended are allowed to make up their missing homework during the suspension. All missing homework must be finished when student comes back from suspension unless prior arrangements have been made with Administration.

**Classroom Rules** - While it is the responsibility of each teacher to reinforce the set policies found in the middle school handbook, students should recognize that individual teachers and/or grade levels may set policies of their own not covered specifically in this handbook. Students will observe and respect individual classroom rules. Students who disregard classroom policies should expect disciplinary action.

### **Situations Not In Student Handbook**

Situations that might arise that are not addressed in this handbook that endanger the welfare of students and staff, or seriously interrupt the educational process of the school, will be handled at the discretion of the administration.

### **Communication With Parents/Guardians**

Communication with parents or guardians is a vital aspect of any discipline policy. Any disciplinary action documented by teachers or administration will involve contact with the home either by disciplinary report, letter, telephone or conference with parent or guardian.

### **Technology Misconduct**

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; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; evade or disable a filtering/blocking device; or mass emailing.

### **Technology offenses will be handled as set forth below**

#### **Class I – Minor Offenses**

- A) Unauthorized or inappropriate written/oral communication, use of E-mail, websites, apps, games, messaging services, chat rooms, or other non-school related activity. Students are not allowed to have external emails or social media on a school issued device.  
School personnel may authorize educational use of the above applications during school hours or otherwise when school is not in session.
- B) Use of non-directed profane, inflammatory, or abusive language.
- C) Downloading, loading, storing, creating, unauthorized files, images, video, music, apps, data, or programs that do not result in damages to person or property.
- D) Unauthorized transmission of personal information over the internet.
- E) Activity that may be disruptive to the school environment
- F) Turning off Wi-Fi radio without permission

### **Class II – Intermediate Offenses**

- A) Negligent care of or vandalism such as malicious attempt to harm or destroy any FMS device resulting in damage less than \$200.
- B) Changing software/hardware configurations.
- C) Downloading, loading, storing, or creating unauthorized files, images, video, music, apps, data, programs, or viruses resulting in damages to any FMS device.
- D) Taking pictures, audio, and/or video without subject's or school's permission.
- E) Use of unauthorized anonymous and/or false communications such as, but not limited to Google Chat, MSN Messenger, Yahoo Messenger, Facebook, Instagram, and Skype.
- F) Unauthorized change of program settings or any behavior or activity that damages or disrupts network performance on school devices.
- G) Sending, transmitting, accessing, uploading, downloading, or distributing inappropriate, obscene, offensive, profane, threatening, harassing, pornographic, or sexually explicit materials intended to harm or demean staff or students.
- H) Deletion, examination, copying, or modifying of files/data/device settings belonging to other users including staff, students, and district to include sharing, using, or modifying usernames and/or passwords.
- I) By-passing the FMS Web filter through a Web Proxy.
- J) Cheating
- K) Subsequent offenses that may be disruptive to the school environment.
- L) Action violating existing board policy

### **Class III – Major Offenses**

- A) Any activity that voids the device, service agreement, software license or warranty such as, but not limited to jailbreaking or rooting (process of hacking a device to bypass digital rights management software).
- B) Unauthorized entry to program files/hacking.
- C) Harassment or Bullying
- D) Vandalism such as any malicious attempt to harm or destroy a FMS owned device resulting in damages in excess of \$200.
- E) Sending, transmitting, accessing, uploading, downloading, distributing, or publishing obscene, offensive, profane, threatening, harassing, pornographic, or sexually explicit materials that result in personal injury to staff or students.
- F) Use of school/district's Internet or email accounts for financial gain or personal gain, or any illegal activity.
- G) Offenses on multiple occasions that may be disruptive to the school environment.
- H) Any use that violates local, state and/or federal laws or regulations



## TABLE OF REFERRAL ISSUES AND CONSEQUENCES

**The number and severity of infractions as well as other determining factors will impact the consequence and may warrant additional actions. This decision is at the discretion of the site administrator.**

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>Arson</b>	1-180 Day Suspension <b>and</b> Notification of Law Enforcement	Immediate Recommendation for Expulsion <b>and</b> Notification of Law Enforcement			
<b>Assault on a Student</b>	1-180 Day Suspension <b>and</b> Notification of Law Enforcement	1-180 Day Suspension <b>and</b> Notification of Law Enforcement			
<b>Alcohol/Drugs Possession / Sale Distribution Consumption</b>	1-180 Day Suspension and Notification of Law Enforcement	1-180 Day Suspension <b>and</b> Notification of Law Enforcement			
<b>Disparaging And/or Demeaning Language</b>	-Warning/Conference -ISS or OSS -After School Detention	-Conference -ISS -OSS -After School Detention	-ISS -OSS -After School Detention	-ISS -OSS -After School Detention	
<b>Forgery/Lying</b>	-Warning/Conference -ISS or OSS -After School Detention	-Warning/Conference -ISS or OSS -After School Detention	- Warning/Conference -ISS or OSS -After School Detention	- Warning/Conference -ISS or OSS -After School Detention	
<b>Defiant Disrespectful Speech And/or Conduct</b>	-Warning/Conference -ISS -After School Detention	-Conference -ISS -1-10 Day OSS -After School Detention	1-180 Day Suspension -ISS -1-10 Day OSS -After School Detention	-ISS -OSS -After School Detention -1-180 Day Suspension	
<b>Inappropriate Items/Electronic Devices/ Cell Phones/Pocket Knife</b>	-After School Detention -1-10 ISS -Parent must pick up inappropriate item/ phone/electronic device	- After school detention - 1-10 ISS - Parent must pick up inappropriate item/ phone/electronic device	- 1-10 ISS -Saturday School - Parent must pick up phone/electronic device – student cannot bring it back to school		
<b>Technology Misconduct Class I</b>	-Warning -ASD/ISS/OSS -Restricted Computer use -Notification of Law Enforcement	-Same options as offense #1	-Same options as offense #1	-Same options as offense #1	-Same options as offense #1
<b>Technology Misconduct Class II</b>	-ASD/ISS/OSS -Restricted Computer Use -Notification of Law Enforcement	-Same options as offense #1	-Same options as offense #1	-Same options as offense #1	-Same options as offense #1

<b>Technology Misconduct Class III</b>	-ISS/OSS - Restricted Computer use -Notification on Law Enforcement	-Same options as offense #1	-Same options as offense #1	-Same options as offense #1	-Same options as offense #1
<b>Extortion</b>	-Warning/Conference -ISS -1-10 Day Suspension -Notification of Law Enforcement	-Conference -1-180 Day Suspension with -Notification of Law Enforcement	-1-180 Day Suspension -Notification of Law Enforcement		
<b>False Alarms/Bomb Threats</b>	-Conference -ISS and/or OSS	-1-180 Day Suspension	-1-180 Day Suspension		
<b>Fighting/Confrontational Behavior</b>	-ISS -OSS -Notification of Law Enforcement	-1-6 Day OSS -Notification of Law Enforcement	-1-9 Day OSS -Notification of Law Enforcement	-1-180 Day Suspension with Board Approval -Notification of Law Enforcement	
<b>Obscene Behavior (Profanity/Gestures/Pornographic/Inappropriate Materials)</b>	-Warning/Conference -ISS -After School Detention	-ISS -After School Detention	-ISS or 1-5 Day OSS	-ISS or 5-10 Day OSS	-11 -180 Day OSS with Board Approval
<b>Out of Assigned Area</b>	-Warning/Conference -ISS -After School Detention	-Conference -ISS -After School Detention	-ISS and/or 1-3 Day OSS	-3-10 Day OSS	-11 – 180 Day OSS with Board Approval
<b>Physical Assault On a School Employee</b>	-Immediate ISS -One Calendar Year Suspension -Recommendation for Expulsion -Notification of Law Enforcement				
<b>Physical Display of Affection</b>	-Conference -ISS -OSS -After School Detention	-Conference -ISS -OSS -After School Detention	-Conference -ISS -OSS -After School Detention	-Conference -ISS -OSS -After School Detention	
<b>Dress Code Violation</b>	-Warning/conference/ISS - Issue clothes from counselor	-Change of clothing -ISS -After school Detention	- ISS -OSS		
<b>Tardies (Quarterly by class period)</b>	- Warning by teacher (no referral)	- Warning by teacher (no referral)	-Direct Referral -After School Detention	-Direct Referral -After School Detention	- Saturday School - 1 – 3 ISS
<b>Bullying/ Harassment (Physical/Verbal Contact)</b>	-Warning/Conference -1-10 Day ISS -1-10 Day OSS -After School Detention -Notification of Law Enforcement	-1-10 Day ISS -1-180 Days OSS -Notification of Law Enforcement	-1-180 Days OSS -Notification of Law Enforcement		

<b>Theft</b>	-Conference -ISS -Return of Goods OR Full Reimbursement of Costs -Notification of Law Enforcement	-1-180 Days OSS -Notification of Law Enforcement	-1-180 Days OSS -Notification of Law Enforcement		
<b>Threatening A Student</b>	-Immediate ISS -1-180 Day OSS -Notification of Law Enforcement	-1-180 Days OSS -Recommendation for Expulsion -Notification of Law Enforcement			
<b>Tobacco/E-Cig (Campus /School Activity or 1 block from school )</b>	-Warning/Conference -Destruction of Remaining Product -3 Days ISS -Notification of Law Enforcement	-5 Days ISS -Notification of Law Enforcement	-10 Days ISS -Notification of Law Enforcement	-5 Day OSS -Notification of Law Enforcement	-10 Day OSS -Notification of Law Enforcement
<b>Truancy/ Leaving Campus Without Permission</b>	-Warning/Conference -1-3 Day ISS -After-School Detention -Notification of Law Enforcement	-1-5 Day ISS - Parent/Principal/Student Conference -After School Detention -Notification of Law Enforcement	-1-10 Day OSS - ISS -After School Detention -Notification of Law Enforcement		
<b>Vandalism</b>	-Conference -ISS or OSS -Full Payment of ALL Damage Costs -Notification of Law Enforcement	-1-10 Day ISS/OSS -Full Payment of ALL Damage Costs -Notification of Law Enforcement	-1-180 Day Suspension -Full Payment of ALL Damage Costs -Notification of Law Enforcement		
<b>Weapons (Possession and/or Use On Campus or School Related Activities)</b>	-1-180 Day OSS -Recommendation For Expulsion -Notification of Law Enforcement				
<b>Missing an After School Detention</b>	-1 day of ISS the next school day	Same options as offense #1	Same options as offense #1	Same options as offense #1	
<b>Disruptive Behavior</b>	- Warning/Conference/ASD -ISS or OSS	-After School Detention -ISS or OSS	-After School Detention -ISS or OSS	-ISS -OSS	1-10 Day OSS
<b>Academic Dishonesty</b>	-Loss of credit -Reduction of credit <b>AND OR THE FOLLOWING</b> -Warning/Conference -ASD -ISS	-Loss of credit -Reduction of credit <b>AND OR THE FOLLOWING</b> -Warning/Conference -ASD -ISS -Removal from extracurricular activities	Same as offense # 2	Same as offense # 2	Same as offense # 2

The previous list is not an exhaustive list. The district reserves the right to discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property.

# STUDENT ACTIVITIES

## School Activities

School sponsored or sanctioned activities (i.e. field trips, interscholastic competition, etc.) are exempt from and shall not count toward the total number of student absences. Students who will be absent from class shall check with the teacher in advance to obtain the work prior to the absence. The student will be responsible for having the work completed by the beginning of the next class or at a date to be determined by the teacher. Activities outside the regular classroom will be considered an extension of the classroom, and all rules and regulations pertaining to the discipline policy will be followed.

## Sportsmanship

Forsyth School is committed to the belief that participation in athletics both as players, spectators and coaches, supplements and enriches the students' educational experiences. Such participation, however, is a privilege that carries with it responsibilities to the team, the school, the community and the student himself. Whether participating as a player or a spectator, athletics should contribute to the student's knowledge, skills, appreciation of fair play and ideals of sportsmanship, thereby making each a better person and citizen. When and where athletics fail to provide these desirable values, they cease to serve their true purpose.

**The First Rule Of Sportsmanship Is Courtesy To Everyone Around You-Your Classmates, Visitors, Players, Coaches And Officials.**

### Rules Of Good Conduct and Sportsmanship

1. No objects of any kind should be thrown onto the court or field. Besides the possibility of inflicting an injury, this shows lack of respect for your school and opponents.
2. No vulgar language or suggestive gestures will be allowed.
3. Booing officials and opposing team members is prohibited. A mature person accepts the game officials' decisions and respects guests (sometimes you are the guest).
4. All yelling, screaming, cheering should be **FOR** your own team and **NOT AGAINST** the opposing team - appreciate a good play, no matter who makes it.
5. Quiet during free throws should be observed for both teams. Any comments, such as "air ball", "rebound", or counting dribbles are in poor taste.
6. Any signs or posters used should be of a positive nature encouraging your team.
7. Only authorized school personnel should be on the floor at any time. No one should block the view of other spectators.
8. Stay in seated area during the game. Go to the lobby, restroom or get refreshments only at half time or between games.
9. Unsportsmanlike conduct on the part of others **SHOULD NOT** be an example for us. We should set the example of good sportsmanship always.
10. Once a student leaves the building, he/she will not be allowed to re-enter without paying admission.
11. Students not following rules at activities will be required to leave and may lose privilege to attend future events.

## After School Activities

Students attending ball games or other activities are expected to support their peers in the activity in a display of good sportsmanship. Students who cannot behave appropriately at after school activities will not be allowed to attend further activities.

## Boys and Girls Club Attendance

If you are going to the Boys and Girls club you must go straight to the Boys and Girls club with the group or directly after your school activity. You are not allowed to leave campus and then go to the Boys and Girls club.

## **Music Programs**

The music department prepares for and presents several programs throughout the year. These are held at night and are open to the public. In addition, the band and Select Choir perform at various functions and in parades in Forsyth and nearby communities.

## **Regulations for Activities and Organizations**

1. No club or organization may use the building at night without prior permission from the principal or superintendent.
2. In order to avoid conflicts and confusion, all activities must be scheduled in advance with the principal.
3. Requests for school transportation should be made to the principal at least three weeks in advance.
4. Students riding the bus to an event away from Forsyth School may be permitted to ride home with parents after the parent has notified the sponsor. Any other arrangements must be made before the trip and approved by the principal. Otherwise, the student must return on the bus.
5. No meetings or practices are to be scheduled on Wednesday after 6:00 p.m.
6. Every club and organization is to file a list of officers and members with the principal by the end of the first month of school.
7. No club or organization shall hold a meeting without the presence of the sponsor and the approval of the principal.

## **Eighth Grade Promotion**

There will be an Eighth Grade Promotion and a dance or field trip near the end of school. The program will begin at 6:00 p.m. for students, parents, relatives, and friends.

Eighth grade students who need to successfully complete summer school to be promoted to High School will be allowed to participate in Eighth Grade Promotion. We would like the students to look nice for the recognition, but there is no need to buy nor rent formals, suits, etc. Slacks and a dress shirt for boys and a nice school appropriate dress for girls are acceptable. The school district may withhold a student's participation in the 8<sup>th</sup> grade promotion ceremony for failure to pay charges assessed by the school.

## **Clubs and Organizations**

It is strongly recommended that students involve themselves in a club or organization when possible. The following list includes clubs and organizations that are already in effect or are in the planning stages for middle school students:

Math Club	Student Council	Technology Club
FCA	Green Paws	Art to the 3rd
Character Council	TATU	Middle School Choir

## **Fundraising**

Any fund raising promotions by classes, organizations or individuals must have prior approval from the building administration.

## **Field Trips**

Educationally related field trips will be permitted when approved in advance by school administration. Students will observe all school policies when on field trips of any kind. Competitions and performances are not considered field trips.

### **Injuries – Practice/Games**

All injuries should be of great concern to the coach and should be documented and reported to the office. If necessary, and in the judgment of the coach, the parents and/or medical emergency personnel should be called. Student/athletes under the care of a physician must have release from that physician before being allowed to resume practice.

### **Use of Facilities**

There will be no Sunday use of school facilities for practices unless prior approval is granted by the administration. All practices will be over and the buildings empty no later than 6:30 on Wednesdays. Any activity on Wednesday evening must receive approval from school officials. Facilities may be used by the general public as outlined by school board policy KB-API

### **Good Conduct Rule**

Any student who is observed by a staff member or a law enforcement officer, either on or off school grounds or at a school activity, or admits to, or at a judicial or administrative proceeding is found by substantial evidence to have any of the following below. This rule is cumulative through the student's 7<sup>th</sup> & 8<sup>th</sup> grade school sponsored athletics.

1. Possessed alcoholic beverages with knowledge, intent and control thereof;
  2. Consumed alcoholic beverages;
  3. Possessed a controlled substance(s) and/or drug paraphernalia as defined by law, without a prescription, and with knowledge, intent and control thereof; THIS INCLUDES E-CIGARETTES
  4. Used or offered for sale any controlled substance as defined by law;
  5. Committed theft, vandalism, or other serious offenses, including those, which would violate the Missouri code of law, as to make the student unworthy to represent the ideals and standards of this school.
  6. These consequences are in addition to and separate from discipline administered elsewhere in this handbook.
- 6.1. Due process will be afforded students for violations of the Good Conduct Rule.
- 6.2. A student who has been found to have violated the Good Conduct Rule will be disciplined as follows.
1. FIRST OFFENSE: The student in violation will be suspended from all activities for a period of 4 games.
    - a. If in the off-season, the suspension shall begin the first day the activity is scheduled to begin.
    - b. Scrimmages, practices and team meetings are not included in the suspension.
    - c. The length of the suspension may be adjusted by the administration if the student agrees to an assessment, at the student's expense, by an approved agency, or voluntarily reports the violation of the Good Conduct Rule.
  2. SECOND OFFENSE: Student in violation will be suspended from all activities for a period of 8 games while school is in session.
    - a. The suspension may carry over from one year to the next.
    - b. The student must complete the entire season in order for the suspension to count.
  3. THIRD OFFENSE: The student in violation will be permanently suspended from all activities.

The effects of the use of all tobacco/e-cigarette products creates a long term danger to the user and should be dealt with differently than alcohol, controlled substances or serious violations of the law. Since the immediate danger of tobacco/e-cigarette products is less, the discipline for the use should not be as harsh.

1. **FIRST OFFENSE:** Suspension from all activities for a period of 1 game.
  - a. Scrimmages, practices, and team meetings are not included in the suspension.
2. **SECOND OFFENSE:** Suspension from all activities for a period of 4 games.
  - a. Scrimmages, practices, and team meetings are not included in the suspension.
3. **THIRD OFFENSE:** Suspension from all activities for a period of 8 games and consecutive offense thereafter  
will be 8 games.
  - a. Scrimmages, practices, and team meetings are not included in the suspension.

**Activity Calendar**

An official school calendar is kept in the principal’s office. To eliminate conflicts and confusion, teachers, sponsors and students are to schedule events with the office as early as possible. All dates and activities must be approved by the principal before they will be entered on the calendar.

<b>STUDENT ACTIVITIES - CONTINUED</b>
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**Extra-Curricular and Interscholastic Eligibility**

Forsyth Middle School provides the following interscholastic activities for 7<sup>th</sup> and 8<sup>th</sup> grades:

Girls’ basketball	Boys’ basketball	Boys Baseball	Football
Girls’ volleyball	Cheerleading	Marching Band	F.A.T CATS

Eligibility for extra-curricular activities other than those covered in this handbook will be established by the sponsor and explained to participating students. Failure to meet the criteria will result in student ineligibility. Students must meet the sponsor’s standard of conduct and performance. Any student who participates in athletics must have an annual physical exam and insurance prior to any participation, including practices.

Our interscholastic teams compete in the Southwest Central League (SWCL). The Forsyth Middle School is a member of the Missouri State High School Activities Association. Students who participate on these teams will participate under the M.S.H.S.A.A. guidelines. Some of these guidelines are as follows:

1. Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accordance with the discipline standards. (This includes good citizenship throughout the school day).
2. Seventh and eighth grade students participating in interscholastic activities must be currently enrolled in and regularly attending the normal courses for that grade. Students enrolled in a special education program approved by the Missouri Department of Elementary and Secondary Education must make standard progress. To be eligible for athletic participation, students in 7<sup>th</sup> and 8<sup>th</sup> grade shall have no more than one grade as an F per quarter. Students found not to be in compliance at the end of each grading period (quarter) will be ineligible until the next grading period. If they are in compliance, then they will regain eligibility. Special education students who fail to make "standard progress" will be under the same policy.

3. Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in the case of illness verified by a physician.
4. A student who competes in interscholastic competition must have entered school within the first ELEVEN days of the semester in which he/she is competing.
5. Seventh and eighth grade students are eligible to compete in interscholastic activities for only two semesters in each of the seventh and eighth grades beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible.
6. Age Standards: To be eligible for competition against teams all in a particular grade classification, the student shall not have reached the following ages prior to July 1 preceding the opening of school: Grade 7 = 14, Grade 8 = 15. If a student does not meet the age standard for a particular grade classification, that student may compete on a team of a higher-grade classification.

### **Parent Involvement**

The research overwhelmingly demonstrates that parent involvement in children's learning is positively related to achievement. Further, the research shows that the more intensively parents are involved in their children's learning, the more beneficial are the achievement effects. This holds true for all types of parent involvement in children's learning and for all types and ages of students. Some ways in which parents may get involved at Forsyth Middle School are:

Activities	Character Education Awareness	End of the Year Bash
School Community Committees	Quarter Events	Parent-Teacher Conferences

**We encourage parents to be actively involved in your child's education. Please take advantage of these opportunities. If you have any questions about participation in the above activities please call the office.**



# STUDENT AND FAMILY RIGHTS

## **No Child Left Behind Act Of 2001**

Upon your request, our district is required to provide to you in a timely manner the following information:

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

In addition to the information that parents may request, districts must provide to each individual parent:

1. Information on the achievement level of the parent's child in each of the state academic assessments as required under this act.
2. Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **Standard Complaint Resolution Procedure For No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

## **Equal Educational Opportunities**

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster educational opportunities for all students. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or handicap. (FORSYTH R-III Board Policy Manual, File: JB)

## **TEACHING ABOUT HUMAN SEXUALITY**

The Forsyth School District recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate. (FORSYTH R-III Board Policy Manual, File: IGAEB)

## **Non-Discrimination Policy**

The Forsyth Board of Education has adopted the following policy regarding nondiscrimination:

*Forsyth R-III School District does not discriminate on the basis of race, color, national origin, gender, age or disability. This policy pertains to admission/access to, or treatment/employment in its programs and activities. This notice is made to: Applicants for Admission and Employment, Students, Parents, Elementary and Secondary Students, Employees, Sources of Referral of Applicants for Admission and Employment and Union or Professional Organizations holding collective bargaining or professional agreements.*

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students.

Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact: Superintendent of Schools, P.O. Box 187, Forsyth, MO 65653. Interested persons may also contact the Assistant Secretary for Civil Rights, U.S. Dept. of Education: 330 "C" St., Washington DC 20202-1242.

## **Trauma-Informed Schools Initiative**

Department of Elementary and Secondary Education website on the Trauma-Informed Schools Initiative to parents/guardians. (§ 161.1050, RSMo.) Website located at: <https://dese.mo.gov/college-career-readiness/school-counseling/bullying-suicide-prevention-and-trauma-informed>

## **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, 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 public school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 public 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 public 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. Parent/guardians may request amendment to the educational record if they believe 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 public 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 (8 a.m.-4 p.m.) on days school is in session, in the office of the Superintendent of Schools. This notice will be provided in native languages as appropriate.

## **Public Notice Of ADA Requirements**

The Forsyth R-III School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The Forsyth School District does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Forsyth School District's designated ADA Compliance Coordinator:

Dr. Jeff Mingus, Superintendent

Forsyth R-III School District

P.O. Box 187

Forsyth, Missouri 65653

Phone: (417) 546-6384

Days/Hours Available: Monday through Friday 8:00 a.m. to 4:30 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of the Forsyth R-III School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audiotape and in Braille, from the ADA Compliance Coordinator.

**FORSYTH R-III SCHOOL DISTRICT - GRIEVANCE PROCEDURE - TITLE VI, TITLE IX, SECTION 504**

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

*Level One* – Principal or Immediate Supervisor (Informal and Optional – may be bypassed by the grievant) – Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

*Level Two* – Title IX and Section 504 Coordinator(s) – If the grievance is not resolved at level one and the grievant wish to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event-giving rise to the grievance or from the date of grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator who shall investigate the complaint and attempt to solve it. A written report from the Compliance Office regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

*Level Three* – Superintendent – If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receive the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. The Superintendent or his/her designee will render a decision within ten (10) working days after receiving the written appeal.

*Level Four* – Board of Education – If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receive the report from the Superintendent. The grievant may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within (10) working days after the Board of Education action. This procedure in no way denies the right of the grievant to file formal complaints with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX, Section 504 Coordinator  
Dr. Grant Boyer, Asst. Superintendent  
P.O. Box 187  
Forsyth, MO 65653  
Phone: (417) 546-6384

The Forsyth R-III School District does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or OCR.

**TITLE VI COMPLIANCE VIOLATION, RACE FORM  
TITLE IX COMPLIANCE VIOLATION, GRIEVANCE FORM  
SECTION 504 COMPLIANCE VIOLATION, GRIEVANCE FORM**

I, \_\_\_\_\_, am filing this grievance because:

\_\_\_\_\_  
(Attach additional sheets if necessary).  
Describe incident or occurrence as accurately as possible:

\_\_\_\_\_  
(Attach additional sheets if necessary).  
What remedy are you requesting?

\_\_\_\_\_  
Grievant Signature Principal's Signature Date of Filing

## **SECTIONS 504 OF THE REHABILITATION ACT**

### **PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT**

Please keep this explanation for future reference (Section 504 of the Rehabilitation Act of 1973). The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL94-142) IDEA or Section 504 of the Rehabilitation Act;
7. Have evaluations, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney present for you;
15. Ask for payment of reasonable attorney fees if you are successful on your claim; and,
16. File a local grievance.

\* (Section 504 of the Rehabilitation Act statute and regulations: 29 U.S.C. 706(7), Section 794; 34 C.F.R. Part 104, the Individuals with Disabilities Education Act statute and regulations: 20 U.S.C. Section 1232g; 34 C.F.R Part 99) The person in this district who is responsible for assuring that the district complies with Section 504 is Dr. Grant Boyer, telephone number: (417) 546-6384.

### **Surrogate Parent Program**

Pursuant to the requirements of state law, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step-parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated. The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's Director of Special Services at 417-546-6384.

### **Annual Notification to Parents and Employees**

Dear Parents and Employees;

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (Referred to as AHERA) was enacted by Congress in 1987. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and USSR. Asbestos properties made it an ideal building material for insulating sound absorption, decorative plasters, fireproofing and variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

We continuously have our facilities inspected by our LEA Rep., as required by AHERA. Soon our facilities will be reinspected by qualified asbestos Inspector/Management Planner as required by AHERA every three years. The inspectors inspect all areas that were classified or assumed to be asbestos. The inspectors inspect all areas that were classified or assumed to be asbestos. The inspections to this date revealed no changes and that all areas were in good condition.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Our Asbestos Program Manager will answer all inquiries regarding the plan. We will continue to implement the asbestos management plan. We are intent on not only complying with, but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

### **Notice of rights pursuant to PPRA**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. (FORSYTH R-III Board Policy Manual, File: JHDA)

### **Public Notice Information Required by State and Federal Laws**

The Forsyth School District operates by following board approved policies and procedures. A full listing can be found at [forsythpanthers.org](http://forsythpanthers.org). The following is a specific list of these board policies that are required to be distributed by the Forsyth School District according to state and federal laws. Next to the name of the policy you will find the associated board policy code and a hyperlink to see the full policy. If you wish to have a tangible copy of this information, please contact the Forsyth School District Central Office at 417.546.6384 located at 178 Panther Drive, Forsyth, Missouri 65653