

# **CENTRAL ELEMENTARY STUDENT** **HANDBOOK**

August 2009

Dear Parents and Students,

Welcome to Central Elementary! Our teachers and staff are looking forward to a great school year with our students and their families.

We have set big goals for everyone this year. Our staff is dedicated to providing a caring atmosphere and quality academic instruction so students feel confident they can succeed. We expect our students to put forth their best efforts in their work and social behavior. We also need our parents to become involved with all aspects of their child's education. With all of us working together, our children will master the skills necessary to build a strong foundation in reading, writing, and mathematics, as well as strong character traits.

This handbook will help students and parents in finding information that they may need throughout the year. Please do not hesitate to contact the school office if you cannot find the information that you need. This book should be read and any questions or concerns should be brought to a teacher, counselor, or the principal for an explanation. We ask parents to sign and return the back page acknowledging that they have received and read the handbook.

Dr. Deborah Stephens, Principal  
Central Elementary School

## Three Golden Rules for School Success

1. Always Do Your Best!
2. Treat All People with Respect!
3. Be Proud of Yourself and Your School!

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**UNION R-XI SCHOOL DISTRICT ADMINISTRATION**  
**BOARD OF EDUCATION**

**ADMINISTRATION**

The Board of Education is the governing body and exists by virtue of and derives its powers from the Constitution and Acts of the Legislature of Missouri.

Mr. Tom Stahlman, - President  
Mrs. Valorie Steinbeck, Vice-President  
Mrs. Pam Janssen  
Mr. Gary Young  
Mr. Dan Hall  
Dr. Ron Sohn  
Mrs. Teresa Connelly

**ADMINISTRATIVE STAFF**

Dr. VeAnn Tilson, Superintendent	Administrative Office
Dr. Jennifer Hope, Asst. Supt.	Administrative Office
Mrs. Shirley Dintelman, Asst. Supt.	Administrative Office
Mr. Jeff VanZee Dir. of Facilities & Operations	Administrative Office
Mrs. Jennifer Meyer, Process Coordinator	SSRC
Mr. Dennis Lottmann, Principal	High School
Mrs. Amy Carlson, Asst. Prin.	High School
Mr. Chris Arand, Asst. Prin./Athletic Dir.	High School
Mr. Gary Menke, Principal	Middle School
Mr. Nathan Bailey, Asst. Prin.	Middle School
Mrs. Meg Vogel, Principal	Beaufort Elementary
Mr. Aaron Jones, Principal	Clark Vitt Elementary
Mrs. Jennifer Davis, Asst. Principal	K-6 Curriculum Resource
Dr. Debbie Stephens, Principal	Central Elementary
Mrs. Monica Assareh, Asst. Principal	Central Elementary

**IMPORTANT PHONE NUMBERS**

Beaufort Elementary	573-484-3221
Central Elementary	636-583-3152
Clark-Vitt Elementary	636-583-6997
Union Middle School	636-583-5855
Union High School	636-583-2513
Central Administration Office	636-583-8626
Bus Transportation	636-584-7171
Food Service	636-583-5840
Maintenance Shop	636-583-2432
Support Services & Resource Center	636-584-0157

## **Central Elementary Staff**

### **Principal**

Dr. Stephens

### **Assistant Principal**

Mrs. Assareh

### **Office Staff**

Mrs. Voss

??

### **Kindergarten**

Mrs. Burton

Mrs. Denbow

Mrs. Drainer

Ms. England

Mrs. Koelling

Mrs. Kreutz

Mrs. Meyer

Mrs. Schroeder

Mrs. Titter

### **First Grade**

Mrs. Banderman

Mrs. Davis

Mrs. Dunne

Mrs. Klenke

Mrs. Koester

Mrs. Nguyen

Mrs. Peters

Mrs. Sokolowski

Ms. Voss

### **Second Grade**

Mrs. Bruns

Mrs. Greife

Mrs. Groteluschen

Mrs. Slempp

Ms. Philipp

Mrs. Rinne

Mrs. Ryan

Mrs. Sachs

Mrs. Smith

### **Third Grade**

Mrs. Boland

Mrs. Forget

Mrs. Harrison

Ms. Heeger

Mrs. Metts

Mrs. Schatz

Ms. Schell

Mrs. Tinker

### **Art**

Mr. Bertrand

### **Music**

Mrs. Shollenberger

### **P.E.**

Mr. Slempp

Mr. Fennessey

### **Librarian**

Mrs. Mathews

### **Computer Lab**

Mrs. L. Clark

### **Counselors**

Mrs. H. Clark

Mrs. Fortner

### **Differentiated Instruction**

Mrs. Mense

Mrs. Nowak

### **Title I Reading**

Mrs. Rolwing

Ms. Westrich

Ms. M. Schroeder

### **Cross Categorical**

Mrs. Pickett

Mrs. Gillison

### **Speech**

Mrs. Yancey

### **ETT**

Mrs. Barton

### **Nurses**

Mrs. Generally

Mrs. Hatley

### **Aides**

Mrs. Narup

Mrs. Evers

Mrs. VanZee

Mrs. Machelett

Mrs. Boehmer

Mrs. Moore

Mr. Abbott

### **Custodians**

Mr. Hughes

Mrs. Wells

Mrs. Rainwater

Mr. Boruk

### **Cooks**

Mrs. Eads

Mrs. Brueggemann

Mrs. Littrell

Mrs. S. Meyer

Mrs. L. Meyer

Mrs. Hill

### **Permanent Substitute**

Mr. Downs

### **Permanent Tutor**

Ms. Herbst

**2009-2010 SCHOOL YEAR CALENDAR Option** BOARD APPROVED MARCH 18, 2009  
 INCLUDES EARLY RELEASE ON FRIDAYS FOR STAFF DEVELOPMENT 2:00-3:00

**AUGUST '09**

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

14 New Teacher Orientation  
 17 - 19 Staff Development  
 20 Opening Day for Students

**SEPTEMBER '09**

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

7 No school - Labor Day  
 25 No School- Staff Dev.

**OCTOBER '09**

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

20 End of 1<sup>st</sup> Qtr (42 days)  
 26 - 29 Parent/Teacher Conf  
 30 No school - all

**NOVEMBER '09**

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

25-27 Thanksgiving Break

**DECEMBER '09**

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

21 Partial Day for students/full day for staff  
 22 Partial Day for students and staff (End of 2<sup>nd</sup> Qtr- 41 days/83 days 1<sup>st</sup> semester)  
 23 Christmas Break Starts - No School from Dec. 23 to Jan. 3

**JANUARY '10**

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

4 Return to School- all  
 15 No School - Staff Dev.  
 18 Day No School - M.L. King Jr.

**FEBRUARY '10**

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

15 Day No School - Presidents'

**MARCH '10**

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

12 End of 3rd Qtr (46 days)  
 19 No School - Staff Dev.  
 22 & 23 No School - Spring Break earlier because MAP window is Mar. 29 - April 23  
 \*March 23 will be snow make-up day # 5 & March 22 will be snow make-up day #6

**APRIL '10**

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

2-5 No School - Easter Break

**MAY '10**

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

19 Partial Day for students/full day for staff  
 20 Partial Day for students and staff. Last day/End of 4 Qtr (45/91 days 2<sup>nd</sup> semester)  
 4 Snow make-up days - May 21, 24, 25, 26  
 31 Memorial Day

**JUNE '10**

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

Snow make-up days:  
 #1 May 21  
 #2 May 24  
 #3 May 25  
 #4 May 26  
 #5 March 23  
 #6 March 22

**JULY '10**

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

5 Independence Day (Observed)

## DISTRICT INFORMATION

### CURRICULUM

A copy of the K-3 curriculum is available for viewing on the district website.

### HOT MEAL PROGRAM

We are operating with a computerized lunch accounting program. We use identification cards instead of money in the cafeteria. A laminated I.D. card will be assigned to every student. The cards have the student's names on them and a bar code. Students use this card each time they go through the lunch line. Any student who damages, destroys or loses more than three cards in a school year, may be required to pay \$2.00 for a new card. A temporary card may be issued while the lost card is located. If the card is not found, a new card will be issued. A notice will be sent home notifying parents if \$2.00 is required for a new card.

Parents can deposit money into their child's account during the school year. Every time your child pays for his/her meal with the I.D. card, his/her account is charged. When your child has only \$4.00 left in his/her account, the computer will print a reminder weekly. Your child will bring you the reminder slip. You can prepay for another week or longer at that time.

Reduced & Full Eligible Students will be allowed a maximum of \$10.00 in meal charges. If the student has charged to the allowable limit without repayment, he/she will then be provided an "alternate" meal that meets the basic nutritional requirements as required by the National School Lunch Program.

Depositing money into your child's account is easy. Send the check or money to school in an envelope. **IMPORTANT: Please put your child's name and his/her teacher's name on the envelope. We encourage you to deposit checks, payable to Central Elementary School.** Children will give their envelope to their teacher, who will send them to the office each morning, and the cashier will pick them up and credit their account.

**NOTE: Please be sure your child understands your expectations regarding whether or not you wish him or her to eat breakfast at school or obtain extra milk, etc.** These will be charged to your child's account and can result in unexpected payments. If you have any questions about this procedure, please call. We look forward to an efficient and convenient meal program.

**The cost of lunch this year will be \$2.00 and breakfast will be \$1.25. Milk is included with a tray or can be purchased at the cost of \$0.40 for a sack lunch from home.**

Enrollment forms for the free and reduced lunch program can be found in the Central Elementary office. Please fill out a form and return this information as soon as possible if you wish to participate in this program. **Food service has up to 10 days after receiving the application in which to complete the application process. You will be responsible for any lunch/breakfast charges made during this period of time.** Please be sure to fill out the application completely.

### SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher.

## **AUTHORITY OF ADULT SCHOOL EMPLOYEES**

All of the adult employees of the Central Elementary School have certain responsibilities. To carry out these responsibilities they have certain authority granted to them. Included in this authority is the authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, or custodian, the student is expected to accept such correction as though the principal were giving such correction.

## **STUDENT DRESS**

The dress code policy is provided on page 33 of this handbook.

## **WITHDRAWAL FROM SCHOOL**

In order for all necessary records to be completed, parents are requested to contact the office two days prior to the date of withdrawal to state their intention. Students are required to turn in all books on their last day in attendance at school.

## **CHILD CUSTODY**

Central Elementary is utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, a custody paper, restraining order, or some other legal document should be in the child's folder at school.
2. Legal opinion states that either parent has equal rights to the child unless one of the above mentioned legal documents has been issued.
3. In the event that a parent says they have such a document at home, it is important that the document or notarized copy be brought in within a short period of time to be included in the child's school records.

## **HEALTH SERVICES**

If a student becomes ill at school, has an accident or other emergency, he/she should get a pass from his/her teacher and report to the office or health room. The student may rest there, or if he/she is ill enough to leave school, the nurse or office will contact the parents and make arrangements for the student to go home. Under no circumstances is the student to make these arrangements or leave school without the proper permission from the nurse or office. Each student is asked to have emergency medical information on file. It is vital that this information be filled out so that the school can treat and transport a student to the hospital in an emergency situation. Every effort will be made to contact the parent if a health emergency exists. If a parent cannot be reached, there are spaces on the form to list other names to contact in an emergency. The parent should notify these people that their names appear on the form and provide the people named with written permission to start medical treatment if necessary.

## **TREATMENT AND TRANSPORTATION**

The school system employs one full time nurse, four part time nurses, two health aides and one CMT/CNA to provide required student screening and emergency treatment of students.

The school is not responsible for the cost of transportation to the hospital or for the costs of treatment at the hospital should that be necessary.

Students will only be transported with permission or in a life-threatening situation.

## **HEAD LICE**

1. Students will be sent home when head lice or nits are found.
2. Students will be excluded from school until effective treatment has been carried out.
3. All nits (eggs) must be removed prior to the student being readmitted to school. This can be accomplished with a special fine tooth comb.
4. The school nurse or other designated personnel must certify that the student is free of all head lice and nits prior to the student being allowed to attend school.

## **COMMUNICABLE DISEASES**

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 or its designee has determined, based upon medical evidence, that:

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

**SEE UNION R-XI SCHOOL BOARD POLICY (JGCC) MANUAL FOR COMPLETE POLICY AND REGULATION.** Policy manuals are available at the public library or the district's website.

## **TAKING OF MEDICINE BY STUDENTS**

The taking of medicine by students during school hours shall be discouraged and restricted to necessary medication that cannot be taken by the student on an alternative schedule. All medicine must be accompanied by written instruction, signed by the parent/guardian and include the items set out below, and prescription medicines must also be accompanied by a label affixed by a pharmacy/physician.

Such written instructions shall include the following:

- a) Child's name
- b) Date prescribed, if prescription drug
- c) Name of medication
- d) Purpose of medication
- e) Time to be administered
- f) Dosage
- g) Any indicated side effects
- h) Termination date for taking the medication

All medicines shall be placed in the nurse's office or the principal's office. The release of the medicine to the student, when all of the above conditions have been met, shall be limited to the school nurse, the principal, or other properly designated person(s). The parent/guardian of the student must assume responsibility for informing the school personnel of all of the student's requirements with regard to taking any medication and any change in the student's health or change in medication.

If emergency medication must be in the student's possession at all times (i.e. allergy, asthma, etc.) a note from the parent and physician must be on file in the office.

## **DISCIPLINE PHILOSOPHY**

We believe each child is a unique individual who deserves to be treated with dignity and respect. Children should never be demeaned or ridiculed. Discipline imposed by the school should be directed toward helping children learn to make decisions about their behavior that will help them develop into useful and productive members of society. We believe that an orderly school environment is necessary for effective learning to take place. All children have the right to the opportunity to learn in an environment that is pleasant and conducive to learning. In order to maintain that learning environment, all children must accept responsibility for their own behavior.

We believe the development of self-discipline is an essential part of each child's education. We believe all children want to know the guidelines of acceptable behavior. It is up to the school staff to establish those guidelines, and make sure the children recognize and understand them. We believe that when children know and understand our expectations they are likely to behave in an acceptable manner. Expectations and consequences will be communicated to the children. Particular emphasis will be placed on the positive behavior and incentives will be established throughout the year.

## **SCHOOL VOLUNTEERS**

### **Definitions**

*Volunteer* – Any parent or person in the community who provides uncompensated service to the district. As used in this procedure, a “volunteer” does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.

*Chaperone* – A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions.

### **All Volunteers**

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. It shall be the responsibility of the building principal or designee to approve all screened volunteers to be placed in his/her building. Teachers may select and organize chaperones, unless otherwise directed by the principal.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer's services and notify the superintendent or designee immediately.

Volunteers will provide support services but are not substitutes for the professional staff.

Volunteers will work under the direction and supervision of district and building staff. Even screened volunteers who are left alone with a student will have an employee contact person or supervisor to monitor activities with students.

All district-approved volunteers will be given a copy of the following rules:

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring gifts other than stickers and greeting cards to individual students unless authorized by the building principal or designee.
3. Volunteers will keep all information obtained from a student's education record confidential.
4. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
5. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
6. Volunteers will not supply medication to students.
7. Volunteers will use universal precautions to avoid contact with body fluids.
8. Volunteers will receive district policies and procedures on computer use and will sign an authorized user form prior to having access to the district's computers.
9. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
10. Volunteers will not search students or student property.
11. Volunteers must sign in and out of the office when entering or leaving the school.
12. Volunteers must report suspected cases of abuse or neglect to the building principal.
13. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.

### **Background Checks**

Background checks for volunteers will need to be done every year (fingerprints every five [5] years and \$9 name search all other years). Parents who completed the \$51 background check

in 2006-07 will be grandfathered for five (5) years, but will still be required to complete name search each year at the District's expense (\$9).

Principals or designee need to distribute background check forms to parents and collect applications. Volunteers will mail fingerprint card/form (\$20) to the state. Name check forms will be completed by the volunteer and submitted to the building principal. Principals will submit name check forms only (free) to Central Office for processing.

Central Office is responsible for establishing and maintaining a database for all volunteers.

Background check procedures have been implemented due to new laws and for the safety of all students.

### ***School Events***

Room Parents – Background check required/name search only (free).

Attend Parties – No background check required.

### ***Classroom Volunteer***

Direct supervision/contact with student(s) – Background check required (\$20 fingerprints and free name search).

### ***Field Trip***

1. Supervision of small groups of students – Background check required (\$20 fingerprints and free name search).
2. Supervision of own child – Free name search only. Cannot ride bus. Child must ride bus. Parent/Child must stay with group.
3. Attending whole class activities (i.e., concerts, Field Day, etc.) – No background check required.

**SCHOOL BOARD POLICIES** under which all regulations and procedures are established, are available to the public and are online. Go to the district's web site: [union.k12.mo.us](http://union.k12.mo.us), click on the **Board of Education** link on the left hand side and then on board policies. Parents may call school and use a school computer, go to the public library or their own personal computer in order to look up policies. Any questions about policies may be directed to the office. Board policies may change during the school year, parents should contact the Administrative office of the online policies for the most up to date policies.

## **GENERAL INFORMATION**

### **VISION STATEMENT**

Central Elementary values education, progressive thinking, and best practices based on research. We expect all of our students to achieve their personal best. Central is a community where every child feels a sense of belonging and will flourish socially, emotionally, and academically. Our staff, parents, students, and community members work as a team to fulfill our vision.

### **EXPECTATIONS**

The STUDENT has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and fair, and to receive the benefits of all school services. He/she is responsible for knowing and following school rules, for respecting others and obeying school staff, and for working hard in his/her studies.

The PARENT has the right and responsibility to be involved in the education of their children. They are expected to know how their child is progressing in school. They should be sure their child attends school regularly and has a structured and adequate environment at home for regular study, homework, etc. They can become actively involved in school through participation in parent/teacher conferences, attending PTO meetings, or by applying as a volunteer to work in the school. They are encouraged to contact their child's teacher regarding any problem he/she is having in school.

The TEACHER is expected to conduct a well-planned and effective classroom program, to establish and enforce classroom rules that will make learning easier and to keep written records. The teacher has a right to expect respectful treatment from students and if need be will take corrective measures to insure an appropriate learning atmosphere for students.

The PRINCIPAL is responsible for motivating students and staff to attain high levels of achievement, keeping an orderly environment conducive to learning, for notifying parents of serious student offenses, and implementing board policy (copies located on the district website). He/she has a right to impose detention on a student, to deny school privileges, administer corporal punishment, to remove a student from class, to suspend the student, and to enlist parental support.

### **POSITIVE BEHAVIOR SUPPORT**

Positive Behavior Support (PBS) is a state-wide and nationally recognized program. PBS is a school wide system of procedures designed to promote a safe and positive environment for all Central Elementary students. Research shows that learning and teaching occur best in school climates that are positive, orderly, courteous, and safe. By adopting the PBS program, we are striving to achieve the best environment for our student, teachers, administrators, and families. We will be having School Wide Celebrations every six weeks to celebrate those students who consistently meet the expectations. Celebrations will be during the school day. To attend these celebrations, students must meet the following criteria:

1. No more than 2 unexcused absences. (Refer to Attendance Policy)
2. No more than 2 tardies.
3. No office referrals.

Please watch for information about PBS and the school wide celebrations as the year continues. We look forward to celebrating with every student!

## **CHARACTER EDUCATION**

A committee of teachers and parents have identified and defined specific character traits that should be fostered in our school. The traits are identified as:

**\*\*RESPECT** - means caring for yourself, others and our environment.

**\*\*RESPONSIBILITY** – means doing your best and making good choices for yourself.

**\*\*COURTESY**- means behaving in a way that shows good manners and thoughtfulness toward other people.

**\*\*COOPERATION**- means working, playing and living together in a way that makes everyone feel good.

We will incorporate these four character traits throughout the entire school year. Each month will have a special emphasis to help focus attention on the development of the above traits. The monthly themes are:

August & Sept. - Be Responsible by being here and on time.

October - Be Healthy

November - Be a Friend

December - Be Caring

January - Be Polite

February - Be Honest

March - Be a Listener

April - Be an Achiever

May - Be Involved

## **GUIDANCE AND COUNSELING**

Counseling services are available to all students. The counselor's purpose is to help students, teachers, and parents in understanding the student's potential ability and achievement levels.

Both students and parents should feel free to consult with the counselor about classroom concerns, plans and decisions, or personal problems. The counselor will also assist parents in arranging conferences with teachers.

Students may be referred to the counselor by themselves, parents, teachers, other students, or administrators. They may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with the counselor. They are trained to listen and assist with your concerns.

## **STUDENT RECORDS**

Student's records are governed and controlled by adopted policy to comply with provisions of the "Family Educational Rights and Privacy Act of 1974" (20 U.S.C.1232g) and the regulations of Department of Education and Health and Human Services. Student's records are accessible to parents upon request.

## **ATTENDANCE**

Regular school attendance will aid greatly in promoting the success of students. The educational process requires a continuous sequence of instruction. When this is broken by a period of absence, this instruction can never be fully regained by assigning extra work. Good attendance insures cooperative learning experiences while under supervision of a qualified teacher, which will assist each child in attaining his/her maximum potential.

The primary purpose of our attendance policy is to develop a sense of responsibility, to promote

punctuality, to develop traits of good citizenship, and to enhance academic success.

### **ATTENDANCE POLICY PROCEDURES:**

#### **Absences Classified:**

All absences will be classified as excused, unexcused, or trancies depending on the reason for such absences.

Excused - A student may be excused for the following reasons:

- a. Personal illness
- b. Personal medical or dental appointment
- c. Serious illness or death in the immediate family
- d. For other reasons if the parent requests and the principal approve the request PRIOR

to the student being absent.

In cases of emergency, the principal may approve an absence (without prior notice) as being excused if circumstances could have reasonably prevented the student from obtaining prior permission.

Unexcused - All other absences from school will be considered unexcused. The student will receive no credit on all work completed, tests, and on work expected to be turned in on days when the student is absent and is unexcused. A district attendance clerk may call to verify a student's unexcused absence.

Truant - A student will be considered as truant if he or she is absent from school all day or any part of the day without prior knowledge and consent of either the parent or the school.

NOTE: Students who miss school (all or part of a day) who are involved in approved activities (such as a field trip) will NOT be considered as absent.

The cases of students who miss more than 10 days of school in any one semester, or 15 days in any one school year, without a doctor's excuse, will be reviewed by an Attendance Committee consisting of the principal, counselor, and at least one teacher. The Attendance Committee, after reviewing each case, may decide on one or more of the following: To place the student on attendance probation, which means loss of recess or other activities upon return to school following absences; to not grant a passing grade in one or more classes; to retain the student; or to refer the case to other appropriate juvenile authorities.

The principal has the discretion of accepting or rejecting all excuses. Absences for extenuating circumstances, other than medical reasons beyond the tenth day in one semester or fifteenth day in a school year, must have prior approval from the principal. A student who has exceeded these limits may be denied an extension.

Parents and/or students have the right to appeal the Attendance Committee's decision to the principal. If they are still not satisfied with the decision, they may appeal to the Superintendent of Schools.

### **TARDINESS TO CLASS**

1. Students who arrive at school after classes are in session must report to the office.
2. When a student arrives late for a class (except if caused by riding a late bus), the teacher will admit the student to class. The teacher may write up an office referral if tardies are excessive.
3. Continued tardiness could result in other disciplinary actions being taken, including parent conference, detention, and in-school suspension. **(See Discipline Policy)**

### **STUDENT RESPONSIBILITIES** (when absent):

1. Following an absence, the students should bring a dated and signed note from their parent or guardian stating reason(s) for the absence. If prior to being absent, arrangements were made with the school, then no note should be necessary. A phone call from the parent is acceptable, but a note is preferred.
2. If a note is being written by someone responsible other than the parent (such as a neighbor, grandparent, or other relative), the signature should be the person actually writing the note.
3. If a student returns to school following an absence without a note or without a phone call, the student will be considered unexcused for the day. If a student, within one (1) school day, brings a note, or if the parent calls, the absence will be excused if it was for an appropriate reason.
4. When a student returns to each class following an absence, the student should ask for any possible make-up work or test that he/she may have missed during the absence.

### **PRE-ARRANGED ABSENCES:**

Annually the School Board adopts and publishes a school year calendar including student attendance days, days students are not in school, and vacation periods. Parents are encouraged to ensure that their children are in school during student attendance days.

The board recognizes that there may be student absences which, although otherwise unexcused, warrant making up missed work at full or partial loss of credit. If parents feel extenuating circumstances exist concerning a planned student absence, they **MUST** request a conference with the principal about the absence. Determination of the make-up work will be based upon conference with the principal, evidence of a rare, social education opportunity, length of vacation, and involvement of the family members.

### **MAKE-UP WORK**

It is always the responsibility of the student, upon returning after an absence, to ask teachers for make-up work. When a student is absent for two school days, it is recommended that assignments and homework be obtained by telephoning the office. Requests for assignments should be made prior to 10:00 a.m. if possible.

Generally, students will have one day for each day's absence in which to submit the required make-up work. Missed work caused by an extended illness will be reviewed and specific dates will be established for the work to be completed.

Make-up required by an excused absence may be made up with **NO** penalty provided it is completed within the time allotted by the teacher. A student who is present when a test is announced is expected to take the test as scheduled or upon returning to school. In classes such as art, physical education, and music, which do not lend themselves to make-up work, the make-up procedure will be determined by the teacher.

### **EXCUSED FROM PARTICIPATION:**

If it is necessary for a student to be excused from a classroom activity for medical reasons, the student should have a parent signed request to give to the teacher. If the request is for an extended period of time, the student must obtain a physician's statement.

Occasionally, parents call the office and make verbal requests for students to be excused from participation due to illness. The office or nurse will issue an excuse for that one day and request that a written statement be brought for additional days of non-participation.

## **THE SCHOOL DAY & FRIDAY DISMISSAL TIME**

The school day begins at 8:00 and ends at 3:00. It is expected that all children arrive on time and remain at school for the entire day. On occasion it may be necessary, because of a doctor's appointment or similar scheduled activity, for a child to leave before school is dismissed. In the event that this occurs we ask that parents either write a note or call school prior to 1:30 so that the office has adequate time to inform all parties.

8:00-8:05 – Arrival time for students walking and being dropped off. Students should be dropped off at the main entrance.

**\*\*See discipline policy for tardies\*\***

3:00 – The school day ends

**\*\*Union R-XI School District students will dismiss at 2 p.m. EVERY FRIDAY during the school year.\*\***

- A separate information sheet will be provided regarding dismissal procedure.

## **PASSES FOR LEAVING SCHOOL**

1. Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. Failure to follow the proper procedure will be considered truancy.
2. When students have appointments, parents must call or send a note to the office stating the date, time, and place prior to the appointment. The student will be called to the office when the parent arrives. When the student returns to school following the appointment, they should report to the office to sign in.

## **TO AND FROM SCHOOL**

1. Bicycle riders are expected to park their bicycles in the designated area, and follow all traffic laws to and from school.
2. Students who WALK to and from school are requested to walk on established walkways and paths and not cut across grass areas. NEVER walk between buses.
3. School rules and policies will be in effect for all students en route to and from school.
4. Students that come to school by automobile are to be let out as quickly as possible in front of the building.
5. **Parents, please pull all the way forward in the drop-off spots to ease traffic.**
6. Please observe Safety Patrol directions.

## **PICKING UP CHILDREN**

If children are to go home some other way than usual, or are to be picked up early, please send a note with your child or call and notify the office. Please come to the office when you are picking up your child from school. Adults must sign students out in the office. **Parents are to come into the office and sign their child in if they arrive at school after 8:00 a.m.** Students will not be allowed to leave school during the day with anyone except those who have been approved by the parent or guardian. Parents must notify the office if there are any changes. Persons picking students up after school are asked to wait in the designated areas. Those picking up students at other times are asked to go to the office to sign the student out. This will help keep classroom disruptions to a minimum. We urge extreme caution when driving near the school, especially when students are arriving and being dismissed from school. Violators of traffic regulations, or vehicles operated in an unsafe manner will be reported to the Union Police Department.

## **HOMEWORK**

A student who studies well:

- \*Brings necessary supplies to class
- \*Participates in class and listens well
- \*Asks questions if he/she does not understand
- \*Plans time for assignments
- \*Has a quiet place to study
- \*Applies what is learned to other subjects
- \*Strives to do his/her best

Proper application to studies implies much more than just doing written assignments. It means written work, study and/or reading. Our purpose in giving assignments for home is to teach responsibility and also to give parents an idea of what the child is learning. The approximate amount of time that should be devoted to homework is as follows: (incomplete work is handled at the discretion of each teacher).

### **Recommended Homework Time:**

Grade 1.....15-20 Minutes

Grade 2/3.....20-40 Minutes

We expect parents to see that homework is completed in an atmosphere conducive to study.

## **GRADING**

Letter symbols indicate a Student's achievement and progress (1<sup>st</sup> through 3<sup>rd</sup> grade)

95 – 100 = A 90 – 94 = A-

87 – 89 = B+ 83 – 86 = B 80 – 82 = B-

77 – 79 = C+ 73 – 76 = C 70 – 72 = C-

67 – 69 = D+ 63 – 66 = D 60 – 62 = D-

0 – 59 = F

An Alternate Grade scale is used for students in Kindergarten

S = Satisfactory

P = Progressing

U = Unsatisfactory

M = Mastered

X = Not Assessed At This Time

When grades are given, they are recorded on the grade card each quarter. Quarterly grades are averaged together to form the semester grade, which is what is recorded on the Child's permanent record.

## **MID QUARTER REPORTS**

Progress reports will be issued every 4-5 weeks into each quarter. It allows the parent the opportunity to conference with the teacher or, otherwise, take necessary corrective measures if needed.

## **CHANGE OF ADDRESS**

If at any time during the school year a student moves to a different address in the school attendance area, the change must be reported to the office. A change in telephone number must also be reported.

## **LOST AND FOUND**

Check with the office on the location of the lost and found items.

## **VISITORS**

Visitors are welcome at Central anytime. Each visitor is required to check in at the office and obtain a pass. Classroom visits by parents/relatives are allowed with prior approval by the school principal and teacher. Please use the front entrance by the office.

## **RECESS**

Recess time after lunch will be devoted to providing physical activity and time to interact with peers. Other recess times will be at the discretion of individual teachers and grade levels.

## **SPECIAL TREATS**

All treats for birthdays or class parties **MUST** be of the **pre-packaged** variety. Please refrain from delivering presents, flowers, fast food, or other items to school.

## **LATCHKEY PROGRAM**

A YMCA Latchkey Program is offered before and after school. Contact the YMCA (636-239-5704) for more information.

## **TELEPHONES**

Telephone calls may be made to the school office, 583-3152, during regular school hours. Students will be called to the phone **ONLY** in emergencies. Only messages of an urgent nature will be delivered to students. School phones are for business, not pleasure. Students will not be permitted to make unnecessary calls. We do not have a pay phone.

## **ANNOUNCEMENTS**

Daily announcements related to school and student affairs will be given each morning. It is important that students listen carefully. Students who wish to have activities announced must have the information written and approved by the sponsor or principal. Special announcements will be kept to a minimum so as not to disturb regular class procedure. Newsletters for parents will be sent out on a regular basis.

## **FIELD TRIP**

Students must have signed written permission slips on file before being allowed to go on any field trip. Students are to ride the bus to and from activities. A parent permission slip will be sent home at the beginning of the year for children to go on walking field trips throughout the year.

## **PERSONAL PROPERTY**

The school does not assume responsibility for personal property brought to and/or left at school. This applies to toys, radios, electronic games, CD players, etc. Personal items and toys are not allowed at school unless the teacher directs otherwise. Hats and visors are not allowed except on special days announced by teachers. Animals and pets should not be brought to school without obtaining the permission of the principal.

**AFTER-SCHOOL ACTIVITIES**

Parents **MUST** accompany students to after-school activities, such as Open House, Special Night Activities, etc., unless directed otherwise by teacher or school officials.

## **EMERGENCY INFORMATION**

### **SCHOOL REACH AUTOMATED CALL SYSTEM**

School Reach is an automated call system that the Union R-XI School District uses to contact families at their primary phone number to deliver important district information. This system will be used to notify families of school cancellations due to inclement weather as soon as possible after the decision to cancel school is determined. These calls may be made intermittently throughout the year to update families of important dates or events upcoming at the various Union R-XI Schools.

### **SCHOOL CANCELLATION and EMERGENCY SCHOOL CLOSINGS**

From time to time schools are forced to cancel classes due to inclement weather. Other problems may arise that also force the cancellation or delay of classes such as mechanical system problems. The School Reach automated system may be used to inform families of these instances. However, the Union R-XI School District announces school cancellations over the following media sources also.

**Union R-XI School District web-site: [www.union.k12.mo.us](http://www.union.k12.mo.us)**

KLPW	1220 AM	Union/Washington
KLPW	101.7 FM	Union/Washington
WIL	92.3 FM	St. Louis
WRTH	1430 AM	St. Louis
KSLQ	1350 AM	Washington
KSLQ	104.5 FM	Washington
KSDK-TV	Channel 5	St. Louis
FOX	Channel 2	St. Louis
KMOV-TV	Channel 4	St. Louis

Patrons are encouraged to listen and watch the stations listed above for news of school cancellation announcements during times of potentially hazardous weather situations. After a station is notified of dismissal it is the station's choice as to when to make the announcement. Some stations announce dismissals in a more timely fashion than others. Some stations may wait until the next scheduled news time before an updated cancellation list is announced.

School cancellation decisions are never lightly ascertained. School officials travel the roadways, discuss road conditions, and are attentive to weather conditions when making such decisions. In reaching a decision, a determination is made as to whether or not conditions are hazardous to driving, or whether or not exposure in such conditions is hazardous. Ice, snow, wind, or temperature may cause hazardous conditions. When conditions are not hazardous, conditions are considered typical for winter months in east central Missouri.

In order to announce such cancellations in a timely manner, the district attempts to make cancellation announcements as early as possible. Patrons are urged to discuss plans and provisions for the supervision of their children as necessary should the school district dismiss or cancel classes for any reason.

### **INSURANCE**

An optional student accident insurance is available. Enrollment forms will be sent home with the children.

## **TORNADO DRILLS**

A tornado procedure has been established for school, and will be practiced periodically. Students should make certain they understand what they are to do in case of a tornado because any delay could mean the difference between injury and safety.

When a tornado alarm is sounded, all students and teachers should report to their assigned areas of safety. There will be NO talking at any time during the course of a tornado drill. Students should move quietly and quickly to their assigned area of safety so that they can hear instructions that are given by the principal or teachers. Teachers will explain procedures to the students.

## **FIRE DRILL**

Fire drills will be conducted periodically.

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will leave the room. Before leaving the room, all windows and doors are to be closed and the lights are to be turned off. No one is to pass another or break the line of march. Running is not permitted.

Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until a signal is given to re-enter. No one is to return to the building until the signal is given by the principal or his/her authorized representative.

## **STUDENT DISCIPLINE**

*(Elementary)*

Minor misbehaviors on the part of the student are handled via response options designated by the regular classroom teachers. The teacher operates under an assertive discipline philosophy whereby specific rules are communicated to the student and resulting consequences are outlined.

Every incident that requires disciplinary action by the principal or designee will be recorded in the student=s discipline record. Depending on the severity of the incident, the building principal reserves the right to move to a more severe level of the discipline code.

Examples of minor misbehavior would include, but not be limited to:

- < Minor class disturbances
- < Nondefiant failure to complete assignments
- < Talking inappropriately
- < Minor playground disturbances

Teacher Response Options include, but are not limited to the following:

1. Verbal reprimand or warning
2. Loss of recess/time out
3. Parent contact
4. Student report sent to the office

Parents may request out-of-school suspension instead of corporal punishment whenever corporal punishment is dictated in the policy. The principal could assign 1-3 days out-of-school suspension in such cases.

### **In-School Suspension**

If a child is assigned to in-school suspension, he or she will be assigned to a supervised area other than his or her own classroom and will not be permitted to interrupt or disturb activities in any way; he or she will be required to work on class assignments; restroom trips will be monitored and controlled; no recesses will be allowed; and lunch will be eaten in a designated area. Abuse of in-school suspension will result in 1-3 days out-of-school suspension.

### **Corporal Punishment (see Board policy JGA)**

Corporal punishment will be administered by the principal or his or her designee in the presence of a witness. It will be in the form of paddling consisting of no more than four swats with a paddle to the buttocks.

Parents may request out-of-school suspension instead of corporal punishment whenever corporal punishment is dictated in the policy. The principal could assign 1-3 days out-of-school suspension in such cases.

### **Suspension**

In this policy, the term "suspension" refers to summary suspension or out-of-school suspension. Summary suspension from school will be instituted when it becomes apparent that the in-school suspension or alternative approaches are not proving to be successful in curbing the undesired behavior or the child poses a serious risk to the welfare or safety of the school population. The school principal has the authority to suspend students from school up to 10 days. This is a step to gain time; to look and plan, with all parties involved, for alternative plans or programs in our school district or out of district.

Every incident that requires disciplinary action will be recorded in the student=s discipline record. Depending on the severity of the incident and the particular circumstances involved, the administration and/or Board of Education

reserves the right to move to a more severe level of the discipline code. The disciplinary infractions set forth below are intended to illustrate, but not serve as the exclusive listing of, acts of misconduct and consequences of such misconduct. Misconduct that is not specifically listed in this code may warrant discipline up to and including expulsion from school. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots, school transportation or at a school activity, whether on or off school property.

### **Reporting to Law Enforcement**

It is the policy of the Union R-XI School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under ' ' 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under ' 565.024, RSMo.
3. Kidnapping under ' 565.110, RSMo.
4. First, second or third degree assault under ' ' 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under ' ' 566.040, .070, RSMo.
6. Forcible rape or sodomy under ' ' 566.030, .060, RSMo.
7. Burglary in the first or second degree under ' ' 569.160, .170, RSMo.
8. Robbery in the first degree under ' 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under ' ' 195.211, .212, RSMo.
11. Arson in the first degree under ' 569.040, RSMo.
12. Felonious restraint under ' 565.120, RSMo.
13. Property damage in the first degree under ' 569.100, RSMo.
14. Child molestation in the first degree pursuant to ' 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to ' 566.083, RSMo.
16. Sexual abuse pursuant to ' 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records, recording every incident that requires disciplinary action. Any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

**Prohibition against Being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may receive an additional suspension or expulsion.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Major Offenses**

**I. Violations Against Persons**

**A. Assault B Student**

1. Using physical force with the intention to cause injury or harm to another; or attempting to cause injury or harm to another; or causing injury or harm to another; or placing another in apprehension of harm or injury. Assault may occur directly or indirectly. Assault may occur by conduct and/or words.

1st offense:	1-45 days out-of-school suspension, and possible notification to law enforcement officials.
2nd offense:	11-90 days out-of-school suspension, and possible notification to law enforcement officials.
3rd offense:	46-180 days out-of-school suspension, and possible notification to law enforcement officials.
4th & subsequent:	Recommendation to the Board of Education for expulsion and possible notification to law enforcement officials.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

1st offense:	Recommendation to the Board of Education for expulsion
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**B. Bullying (see Board policy JFCF)**

Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, and damaging property.

*(K through 6)*

1st offense:	Warning; up to 10 days out-of-school suspension
2nd offense:	1-3 days in-school suspension; up to 45 days out-of-school suspension
3rd & subsequent:	1-180 days out-of-school suspension or expulsion

**C. Extortion**

Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from the student.

*(K through 2)*

1st offense:	One (1) day of in-school suspension or after-school detention
2nd offense:	Corporal punishment may be used in addition to in-school suspension or a special action plan
3rd & subsequent:	1-5 days out-of-school suspension

*(Grades 3 through 6)*

1st offense:	1-3 days in-school suspension or 1-3 after-school detention(s)
2nd offense:	1-3 days out-of-school suspension
3rd & subsequent:	1-10 days out-of-school suspension

**D. Fighting**

a. Mutual combat in which both parties have contributed to conflict either verbally or by physical action.

*(K through 2)*

1st offense:	Warning from principal and possibly a partial day of in-school suspension, after-school detention, or a special action plan
2nd offense:	One (1) day of in-school suspension or after-school detention
	Corporal punishment may be used in addition to in-school

3rd offense:	suspension or a special action plan
4th & subsequent:	5 days out-of-school suspension

*(Grades 3 through 6)*

1st offense:	1-3 days in-school suspension or 1-3 after-school detention(s) officials
2nd offense:	1-3 days out-of-school suspension
3rd offense:	4-6 days out-of-school suspension
4th & subsequent:	10 days out-of-school suspension

- b. **Scuffling/Pushing/Inappropriate Physical Contact** (not of a sexual nature or at a level of assault)

*(K through 6)*

1st offense:	Warning from principal and possibly a partial day of in-school suspension, after-school detention, or a special action plan
2nd offense:	One (1) day of in-school suspension or after-school detention
3rd offense:	1-5 days in-school suspension or 1-5 after-school detention(s)
4th & subsequent:	1-5 days in-school-suspension, 1-5 after-school detention(s), up to 5 days out-of-school suspension

E. **Hazing (see Board policy JFCF)**

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

*(K through 6)*

1st offense:	1-3 days in-school suspension / 1-3 days after-school detentions
2nd offense:	1-10 days out-of-school suspension
3rd & subsequent:	11-180 days out-of-school suspension

F. **Physical Abuse to a Staff Member**

Physically striking a staff member.

*(Grades K through 6)*

1st offense:	1-45 days out-of-school suspension
2nd offense:	11-90 days out-of-school suspension
3rd & subsequent:	46-180 days out-of-school suspension or expulsion, possible notification to law enforcement

**G Theft -- Up to \$150**

Non-consensual taking of the property, or attempting to take the property of another, or non-consensual possession of property of another.

*(K through 2)*

1st offense:	Warning from principal and possibly a partial day of in-school suspension, after-school detention, or a special action plan
2nd offense:	One (1) day of in-school suspension or after-school detention
3rd offense:	Corporal punishment may be used in addition to in-school suspension or a special action plan
4th & subsequent:	1-5 days out-of-school suspension

Return of or restitution is required in all cases.

*(Grades 3 through 6)*

1st offense:	1-3 days in-school suspension or 1-3 after-school detention(s)
2nd offense:	1-3 days out-of-school suspension
3rd & subsequent:	4-10 days out-of-school suspension

Return of or restitution is required in all cases.

**H. Theft -- \$150 and Over**

*(K through 6)*

1st offense:	1-10 days out-of-school suspension
2nd offense:	11-45 days out-of-school suspension
3rd & subsequent:	46-90 days out-of-school suspension

Return of or restitution is required in all cases.

**I. Threat of Bodily Harm *(K through 6)***

Any statement, written, verbal or otherwise, perceived by an individual as threatening with either bodily harm or death. Examples of threats of bodily harm include, but are not necessarily limited to, comments about shooting, stabbing, punching, killing and/or maiming.

1st offense:	Warning from principal, up to 10 days out-of-school suspension
2nd offense:	1-3 days in-school suspension, up to 45 days out-of-school suspension
3rd & subsequent:	1-180 days out-of-school suspension or recommendation for expulsion, possible notification to law

**J. Threatening Witnesses**

Threatening or intimidating any student for the purpose of, or with the intent of, causing him or her to withdraw a complaint, change a statement, or in general prohibit a witness from providing authorities with information. Applies to students both on and off school grounds if the situation is connected to a school-related incident.

*(K through 2)*

1st offense:	One (1) day of in-school suspension or after-school detention
2nd offense:	Corporal punishment may be used in addition to in-school suspension or a special action plan
3rd & subsequent:	1-5 days out-of-school suspension

*(Grades 3 through 6)*

1st offense:	1-3 days in-school suspension or 1-3 after-school detention(s)
2nd offense:	1-3 days out-of-school suspension
3rd & subsequent:	1-10 days out-of-school suspension

**K. Verbal or Written Abuse, Disrespectful Language or Conduct, Obscene Gesture, or Insubordination to a Staff Member (Applies to Students Both On and Off School Grounds)**

*(K through 2)*

1st offense:	Warning from principal and possibly a partial day of in-school suspension, after-school detention, or a special action plan
2nd offense:	One (1) day of in-school suspension or after-school detention
3rd offense:	Corporal punishment may be used in addition to in-school suspension or a special action plan
4th & subsequent:	5 days out-of-school suspension

(Grades 3 through 6)

1st offense:	1-3 days in-school suspension or 1-3 after-school detention(s)
2nd offense:	1-3 days out-of-school suspension
3rd & subsequent:	5 days out-of-school suspension
4 <sup>th</sup> & subsequent:	5-45 days out-of school suspension

**L. Verbal or Written Abuse to Staff of a Threatening Nature (Applies to Students Both On and Off School Grounds)**

Disrespectful language to a staff member that is perceived by the staff member as threatening in nature.

(K through 2)

1st offense:	Warning from principal and possibly 1-3 days in-school suspension or 1-3 after-school detentions
2nd offense:	1-5 days in-school suspension or 1-5 after-school detention(s) and/or corporal punishment
3rd offense:	1-5 days out-of-school suspension
4th & subsequent:	6-45 days out-of-school suspension

(3 through 6)

1st offense:	1-10 days out-of-school suspension
2nd offense:	11-45 days out-of-school suspension
3rd & subsequent:	46-90 days out-of-school suspension

**M. Weapons (see Board policy JFCJ)**

1. Possession or use of a firearm as defined in 18 U.S.C. ' 921 or any instrument or device defined in ' 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. ' 930(g)(2).

1st offense:	One (1) calendar year suspension or expulsion
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2. Possession or use of any instrument or device, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g)(2) or ' 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device actually used to inflict physical injury to another person.

1st offense:	In-school suspension, 1-90 days out-of-school suspension, or recommendation to the Board of Education for expulsion
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Subsequent offense:	11-90 days out-of-school suspension or recommendation to the Board of Education for expulsion
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**II. Violations Against Good Order and Public Decency**

**A. Arson**

Starting or attempting to start a fire or causing or attempting to cause an explosion.

1st offense:	Restitution and 10-90 days out-of-school suspension or recommendation to the Board of Education for expulsion
2nd & subsequent:	Restitution and recommendation to the Board of Education for expulsion

**B. Breaking and Entering and/or Willful Damage to School, Staff or Student Property under \$150 (see Board policy ECA)**

Any student who willfully causes damage or attempts to cause damage to any property, real or personal (on or off school property), belonging to the school, staff or students valued under \$150, including labor and materials.

1st offense:	Restitution and 1-10 days in-school suspension and/or 1-10 days out-of-school suspension and possible notification to law enforcement officials
2nd offense:	Restitution and 11-45 days out-of-school suspension
3rd & subsequent:	Restitution and 46-90 days out-of-school suspension or recommendation to the Board of Education for expulsion

**C. Breaking and Entering and/or Willful and Substantial Damage to School, Staff or Student Property \$150 or More (see Board policy ECA)**

Any student who willfully causes damage or attempts to cause damage to any property, real or personal (on or off school property), belonging to the school, staff or students valued at \$150 or more, including labor and materials.

1st offense:	Restitution and 45 days out-of-school suspension
2nd & subsequent:	Restitution and 90 days out-of-school suspension or a recommendation to Board of Education for expulsion

**D. Cheating/Forgery**

To dishonestly attempt to get a better grade or pass off another person=s work as one=s own.

*(K through 2)*

1st offense:	Warning from principal and possibly a partial day of in-school suspension, after-school detention, or a special action plan
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2nd offense:	One (1) day of in-school suspension or after-school detention
3rd & subsequent:	Corporal punishment may be used in addition to in-school suspension or a special action plan

(All offenses will result in failure of the assignment in question.)

*(Grades 3 through 6)*

1st offense:	1-3 days in-school suspension or 1-3 after-school detentions
2nd offense:	1-5 days in-school suspension
3rd & subsequent:	1-3 days out-of-school suspension

(All offenses will result in failure of the assignment in question.)

**E. Disruptive Speech, Conduct or Classroom Disturbance**

Conduct or speech, be it verbal, written, pictorial or symbolic, which disrupts classroom work, school activities or school functions. This also includes students who are simply talking in class when told not to do so.

*(K through 2)*

1st offense:	Warning from principal and possibly a partial day of in-school suspension, after-school detention
2nd offense:	One (1) day of in-school suspension or after-school detention
3rd & subsequent:	Corporal punishment may be used in addition to in-school suspension or a special action plan

*(Grades 3 through 6)*

1st offense:	1-3 days in-school suspension or 1-3 after-school detention(s)
2nd offense:	1-5 days in-school suspension and/or 1-5 detentions
3rd & subsequent:	1-3 days out-of-school suspension

**F. Not Following Instructions or Failing to Attempt to Learn**

1st offense:	1-3 days detention
2nd offense:	3-5 days detention
3rd - 6th offense:	1-3 days in-school suspension
7th -10th offense:	3-5 days in-school suspension
11th offense:	Use Excessive Misconduct Reports Guidelines and Procedures

**G. Dress Code (see policy JFCA and procedure JFCA-AP)**

Each student should select suitable clothing for school and for the day's weather condition. Styles and types of clothing worn change from time to time. The school recognizes this fact and will make allowances for such changes to a certain point. Appropriate clothing will be worn to present an example of decency and good character. Blouses, T-shirts, shirts, etc., must extend to asymmetrical shirts are allowed. It is not permissible for students to spray or dye hair which causes unnecessary distractions in the classroom. Sunglasses, caps or other types of headwear are not to be worn in the building unless approved by the building principal.

Any clothing advertising alcoholic beverages, controlled substances and tobacco are prohibited. Shoes are required at all times, and the students are discouraged from wearing heavy-soled backpacking boots or flip-flops (for gym or playground).

Shorts and skirts may be worn to school. The length must be such that it is not distracting or offensive to the person or others. If necessary, the student may be sent home.

Students participating in or attending extracurricular activities must dress according to the rules of the sponsor or sponsoring organization=s requirements.

Wearing, possessing or distributing clothing or paraphernalia, which could be construed to be gang related, will be prohibited. Examples are the wearing of extremely baggy pants, oversized coats or any other type of clothing that pretends to copy current gang-related paraphernalia or could be used for the purposes of concealment. Chains longer than six (6) inches are strictly forbidden.

1st offense:	Warning from principal and/or change to proper clothing
2nd offense:	Warning from principal and possibly a partial day of in-school suspension, after-school detention, or a special action plan
3rd & subsequent:	One (1) day of in-school suspension or after-school detention

**H. Electronic Devices**

a. Beepers, pagers, cell phones or other communication devices, including wireless network cards, are to be turned off and not displayed during school hours. CD players, MP3 players or other electronic devices not necessary to school business will not be displayed during school hours and must be kept in a locker or backpack.

1st offense:	Confiscation and warning
2nd offense:	Confiscation and 1-3 days of detention
3rd & subsequent:	Confiscation and 3-5 days of detention

b. Prohibition on Inappropriate Use of Camera Phones

First Offense:	Up to 180 school days out-of-school suspension and/or permanent expulsion. Student may be reported to law enforcement and the camera phone will be confiscated and held until deemed appropriate to return by district.
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I. **False Fire Alarm (*K through 6*)**

Intentionally reporting or setting off a false fire alarm.

1st offense:	1-10 days in-school suspension or 1-3 after-school detention(s)
2nd offense:	11-45 days out-of-school suspension
3rd & subsequent:	46-180 days out-of-school suspension

The student will reimburse the fire department and any public entities for expenses accumulated in responding to these alarms.

J. **Fireworks, Stink Bombs, Laser Pointers, Spray Paint and/or Nuisance Items**

Students are forbidden to bring into school, onto school grounds, to school functions, or buses any items that are of this nature without permission.

*(Grades K through 6)*

1st offense:	1-3 days in-school suspension or 1-3 after-school detention(s)
2nd offense:	3-5 days in-school suspension or out-of-school suspension
3rd & subsequent:	1-10 days out-of-school suspension

K. **Language or Written Material That Is Disparaging or Demeaning**

Use of words or actions, whether verbal, written, pictorial or symbolic, that are meant to harass, upset or injure another person, or that actually harass, upset or injure another person. This category includes, but is not limited to, threats of violence or defamation of a person's character, race, religion, gender, or ethnic origin.

*(K through 6)*

1st offense:	Warning from principal up to 10 days out-of-school suspension
2nd offense:	1-3 days in-school suspension up to 45 days out-of-school suspension
3rd & subsequent:	1-180 days out-of-school suspension or recommendation for expulsion, possible notification to law

L. **Lying (Deliberate)**

1. To excuse or minimize misconduct.

2. To harm another individual.

For either of the above:

1st offense:	Warning from principal, up to 10 days out-of-school suspension
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2nd & subsequent:	Detention up to 20 days out-of-school suspension
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**M. Obscene Language, Actions and/or Materials**

Use of words or actions that describe sexual conduct and which, considered as a whole, appeal to a prurient interest in sex, portray sex in a manner offensive to school and/or community standards, and that do not have a serious literary, artistic, political or scientific value.

*(K through 2)*

1st offense:	Warning from principal
2nd offense:	Warning from principal and possibly a partial day of in-school suspension, after-school detention, or a special action plan
3rd offense:	One (1) day of in-school suspension or after-school detention
4th & subsequent:	Corporal punishment may be used in addition to in-school suspension or a special action plan

*(Grades 3 through 6)*

1st offense:	1-3 days in-school suspension or 1-3 after-school detention(s)
2nd offense:	3-5 days in-school suspension or up to 1-3 days out-of-school suspension
3rd, 4th & subsequent:	5 days out-of-school suspension

**N. Profanity/Obscene Gestures/Language and/or Gestures Deemed Inappropriate for School**

*(K through 6)*

1st offense:	Warning from principal
2nd offense:	Warning from principal and possibly a partial day of in-school suspension, after-school detention, or a special action plan
3rd offense:	One (1) day of in-school suspension or after-school detention
4th offense:	1-3 days out-of-school suspension; corporal punishment may be used in addition to in-school suspension or a special action plan.

**O. Possession or Distribution of any Flammable or Combustible Materials or Devices**

1st offense:	1-10 days out-of-school suspension and possible notification to law enforcement officials
2nd & subsequent:	11-45 days out-of-school suspension recommended to the Superintendent of Schools, or recommendation for expulsion to the Board of Education

**P. Skateboards and/or Rollerblades**

Students are forbidden to bring into school, onto school property, to school functions, or onto buses any items that are of this nature without permission. (Item will be confiscated at any time and returned.)

1st offense:	Warning
2nd offense:	1-5 days detention
3rd offense:	1-5 days in-school suspension
4th & subsequent:	1-5 days out-of-school suspension

**Q. Tampering with Building Utilities**

Tampering with any utility or other building maintenance items.

1st offense:	1-10 days out-of-school suspension and restitution
2nd offense:	11-45 days out-of-school suspension and restitution
3rd offense:	46-90 days out-of-school suspension or recommendation to the Board of Education for expulsion, and restitution

**R. Terroristic Threat**

*(K through 6)*

Communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

1st offense:	45 days out-of-school suspension
2nd offense:	Recommendation to the Board of Education for expulsion

In all cases, the student will reimburse the fire department and any public entities for expenses incurred as a result of the threat.

**S. Trespassing**

Being physically present on property of any kind that is owned, overseen, operated or controlled by the school district (including, but not limited to, off-campus school-sponsored events) where such presence is not authorized by an appropriate school official. Examples of this conduct include, but are not limited to, such conduct as the following: 1) being present on school grounds or on a school bus outside of school hours, authorized public-use hours, or school-authorized activity hours; 2) being present at a school-sponsored activity while under suspension or expulsion; 3) operating a school vehicle; 4) exceeding the permissible scope and/or authorization of a previously approved purpose for being on school property; and/or 5) being present in an unauthorized area of a school building in which student access is prohibited or which is otherwise intended for staff use only. All incidents will be reported to law enforcement officials.

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1st offense:	1-20 days out-of-school suspension
2nd offense:	21-45 days out-of-school suspension
3rd & subsequent:	46-90 days out-of-school suspension

*While under Suspension*

1st offense:	20-45 days out-of-school suspension
2nd offense:	46-90 days out-of-school suspension
3rd & subsequent:	91-180 days out-of-school suspension

**III. Violations of Attendance Regulations**

**A. Attendance Policy (see Board policy JED and regulation JED-R)**

A student shall not miss more than ten (10) days of school per semester without a doctor's excuse and still receive make-up grades in his or her classes for the semester. After the tenth absence, a doctor's note will be required for each absence due to illness for the absence to be considered excused. The principal has the discretion of accepting or rejecting all excuses. Absences for extenuating circumstances other than medical reasons beyond the tenth day must have prior approval from the principal. Any student who has absences that exceed ten (10) days per semester that were not verified by medical excuse or were not for religious observance, will be denied make-up of class work unless a doctor's excuse is provided to verify the absence.

***Appeal Procedure***

Parents have the right to appeal to the principal. If the interested parties are still not satisfied with the decision, they may follow the regular channels of appeal to the Superintendent of Schools and finally to the Board of Education.

**B. Tardies**

Multiple late arrivals that interfere with the education process.

*(K through 6)* Three (3) tardies to school in a semester:

3rd offense:	Warning
4th offense:	Parent contact and up to 3 days detention
5th & subsequent:	2 days in-school suspension; an action plan may be developed

**C. Truancy/Skipping Class (see Board policy JEDA)**

Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

*(K through 2)*

1st offense:	Warning from principal and possibly a partial day of in-school
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	suspension, after-school detention, or a special action plan
2nd offense:	One (1) day of in-school suspension or after-school detention
3rd & subsequent:	Corporal punishment may be used in addition to in-school suspension or a special action plan

*(Grades 3 through 6)*

1st offense:	1-3 days in-school suspension or 1-3 after-school detention(s)
2nd offense:	3-5 days in-school suspension. Corporal punishment may be used in addition to in-school suspension or a special action plan.
3rd & subsequent:	5-10 days in-school suspension

#### IV. **Disciplinary Actions**

##### A. **Teacher-Assigned Detention**

Teachers may assign after-school detention for infractions as listed above. Additionally, teachers may assign from 1-3 days for minor infractions of unacceptable behavior not listed in the aforementioned policies. Detentions assigned by teachers are subject to review and possible change by the principal in consultation with the teachers.

##### B. **Regulations Pertaining to Detention**

**Morning Detention:** Detention will be held on mornings from 7:15 a.m. until 7:55 a.m. as assigned by the administration.

**Afternoon Detention:** Detention will be held on afternoons from 3:10 p.m. until 4:00 p.m. as assigned by the administration.

Skipping detention or misconduct during detention will result in more detention, in-school suspension, and/or suspension from school.

Students must bring books, paper, pencils and study materials with them to detention.

If a student misses an assigned period of detention:

1st offense:	2 additional detentions
2nd offense:	1-3 days in-school suspension and 2 detentions
3rd & subsequent:	1-10 days out-of-school suspension and complete detentions upon return

A telephone call may be made to notify parents of the student's detention assignment or a copy of discipline referral will be sent home to be signed by parent or guardian and returned to the school.

Students will be given notice one (1) day prior to the assignment of detention to make arrangements for transportation and/or with employers.

If a student receives a detention that causes the total number of unserved days to exceed 20, or if a student received a detention that will cause the total number of days of unserved detention to exceed the number of days remaining in the school year, that student shall be subject to the following:

1st offense:	1-5 days in-school suspension
2nd offense:	1-5 days out-of-school suspension
3rd & subsequent:	5-10 days out-of-school suspension

Each day of out-of-school suspension reduces the total number of unserved days of detention by five (5) or total number of unserved in-school suspensions by one (1). In-school suspension reduces four (4) days of detention.

### **Out-of-School Suspension**

Students will serve days of suspension only during the regular school year. Summer school will not count toward reducing the number of days of a student=s suspension. A student who is serving a suspension that has not been fully completed by the end of the school year will be required to complete the remaining days of suspension when school resumes in the fall. In the interim, the student will not be allowed to participate in summer school or in any activities sponsored by the district (band, sports, etc.).

A student may be suspended for engaging in misconduct during graduation-related activities/ceremonies, or during a school-sponsored summer activity. The student may be informed of the suspension during the summer but will begin to serve the suspension on the first day of the upcoming school year. If the student who is informed of the suspension has already enrolled in summer school or district=s sponsored summer activities, the student must immediately withdraw from summer school and the summer activities.

Students suspended out of school are suspended from all school activities during these periods of time. They are not to be on school property, attend school functions or events either on or off campus, or ride buses except as specifically authorized by the superintendent, building principal or the principal=s designee. Absences due to suspension are unexcused, and students cannot receive credits for any assignments or tests given during the time their suspension is in effect, except as provided for below.

### **Special Make-Up Allowance for Suspensions of 1-10 Days**

Any fourth to sixth grade student who receives an out-of-school suspension of 1-10 days may be allowed the opportunity to receive 70 percent credit (which may include a grade and/or points that count toward a grade) for completion of assignments, chapter exams, unit exams, and/or final exams during the time of suspension by attendance at the district's On-Campus Short-Term Suspension (OCS) program. The student may enter the district's OCS program on the first day of the suspension. If a student chooses to not attend the program, he/she forfeits the opportunity to receive credit for missed work. Parents must provide transportation to and from the school during the suspension. Students will not be permitted to participate in extracurricular activities and they must abide by all OCS guidelines. Any major disciplinary infraction will forfeit the student's opportunity to attend the OCS program and the remaining days of suspension will be enforced. The term "assignments" shall only include homework or other written work that is assigned a certain point value or a letter grade and that also is counted by the teacher toward a student's final grade in the particular class.

To avail himself/herself of this program, the student or parent must make a request to the principal or designee at the time of the conference.

Upon receiving such a request from the parent/student, the principal/principal's designee will outline the procedure that will be followed. It is the student's responsibility to keep up with work missed during the time he/she is suspended. Make-up work that is turned in beyond the due date established will not be given credit.

Unexcused absence will terminate the option for special make-up allowance.

Students (grades K-3) who receive an out-of-school suspension of 1-10 days will serve the suspension at home, but will be allowed the opportunity to receive 70 percent credit (which may include a grade and/or points that count toward a grade) for completion of assignments, chapter exams, unit exams, and/or final exams during the time of suspension.

### **Special Make-Up Allowance for Certain Suspensions of 11 Days or More**

Any elementary student who receives an out-of-school suspension of 11 or more consecutive days must attend the district's OCS program to be allowed the opportunity to receive full credit (which may include a grade and/or points that count toward a grade) for completion of assignments, chapter exams, unit exams, and/or final exams during the time of suspension. The district's OSS program is available to the student after the first ten (10) consecutive days of the suspension have been served. A student who has already served an accumulated ten (10) or more days of out-of-school suspension during the school year may begin attending the district's OSS program on the first day of an 11- (consecutive) day or more suspension, if the superintendent so recommends. Students who choose not to attend the program forfeit the opportunity to receive credit for missed work. Parents must provide transportation to and from the school during the suspension. Students will not be permitted to participate in extracurricular activities or retake classes and they must abide by all OSS guidelines. Any major disciplinary infraction will automatically forfeit the student's opportunity to attend the OSS program and the remaining days of suspension will be enforced. The term Assignments shall only include homework or other written work which is assigned a certain point value or a letter grade and which also is counted by the teacher toward a student's final grade in the particular class.

To avail himself/herself of this program, the student or parent must make a request to the building principal within three (3) business days after meeting with the superintendent.

Upon receiving such a request from the parent/student, the principal/principal's designee will outline the procedure that will be followed. It is the student's responsibility to keep up with work missed during the time he/she is suspended. Make-up work that is turned in beyond the due date established will not be given credit.

Unexcused absence will terminate the option for special make-up allowance.

### **C. Excessive Misconduct Reports**

A student who receives misconduct reports deemed to be excessive will be subject to extended suspension and/or expulsion. (Excessive misconduct reports will be considered after ten (10) or more misconduct reports are filed.) Misconduct reports will be considered those actions that cause classroom or campus disruption.

1st offense:	10 or more misconduct reports (excluding tardies). Parents and students are to be given a written warning and a parent conference held if possible when the administration deems the student has
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	reached the excessive point.
2nd offense:	Any significant additional misconduct (excluding tardies) will result in the student being suspended out-of-school for a period of 1-10 school days.
3rd & subsequent:	10-45 days out-of-school suspension. Significant misconducts (excluding tardies) after return from initial suspension will result in a recommendation for an extended suspension of not less than 10-45 days. The severity of the additional misconducts and the student's case history will be taken into account when determining the length of suspension; and/or referral to the Academy.

V. **Student Conduct on School Transportation for Elementary Students (see Board policy JFCC and procedure JG-AP)**

The bus driver is in complete charge of the students on the bus. Should the bus driver write up a substantiated discipline report on a student for misconduct on the bus, appropriate action will be taken by the building principal or his or her designee.

*Safety Violation* B A safety violation is any action or behavior that distracts the driver or puts the student or any student in a position of potential harm. Safety violations may be a minor or a major offense depending on the severity of the action.

Offenses will be categorized as either major or minor. Generally, the major offenses would include the following:

Major Offenses	Minor Offenses
<ul style="list-style-type: none"> <li>&lt; Vandalism</li> <li>&lt; Smoking on the bus</li> <li>&lt; Using obscene language</li> <li>&lt; Fighting on the bus</li> <li>&lt; Assault*</li> <li>&lt; A gross lack of respect for the driver/defiance</li> <li>&lt; Spitting</li> <li>&lt; Dangerous acts</li> <li>&lt; Water guns</li> </ul>	<ul style="list-style-type: none"> <li>&lt; Out of seat</li> <li>&lt; Littering</li> <li>&lt; Disturbances</li> <li>&lt; Not in assigned seat</li> <li>&lt; Excessive noise</li> <li>&lt; Food or drink consumption</li> <li>&lt; Flowers/Balloons without prior approval</li> <li>&lt; Skateboards</li> </ul>

Major offenses will be determined by the principal and will be dealt with in the following manner (during the course of a school year):

1st offense:	1-5 day bus suspension and/or regular discipline policy
2nd offense:	4-10 days bus suspension and/or regular discipline policy
3rd offense:	7-45 days bus suspension and/or regular discipline policy
4th & subsequent:	Recommend 45 to 180 days bus suspension and/or regular discipline policy. Vandalism would require restitution as well.

\* **Assault (attack without provocation) will be treated more seriously:**

1st offense:	1-10 days bus suspension and/or regular discipline policy
2nd offense:	11 days bus suspension to expulsion from bus and notification to law enforcement officials

Minor offenses will receive warnings or reprimands from the principal. An accumulation of three (3) or more reports for minor offenses in a year's time will warrant suspension from the bus for a period of 1-3 days and for each occurrence thereafter.

The principal may decide, if a continuing pattern of minor offenses exists, to suspend the child from the bus for a period of 3 to 10 days.

In order to maintain discipline on the buses during the last ten (10) days of school, a misconduct report may result in a student being suspended from riding the bus for the remainder of the school year. The suspension may carry over into the next school year.

Students may be excluded from the bus (1-180 days) and/or expelled on the first offense providing the offense is major. Determination of major offenses will be left to the discretion of the building principal.

**VI. Violations of Drug Abuse Policy (see Board policy JFCH)**

**A. Drug Abuse (Violation of Policy JFCH)**

The possession, sale, transfer or abuse of alcohol, unauthorized inhalants, or other drugs and paraphernalia, including legal nonprescription drugs (including, but not limited to, aspirin, allergy medications, cough medicines, etc.) and illegal drugs and paraphernalia or substances represented to be such, while on school premises or at a school-related function, is prohibited.

Students are expected to report to school in a drug-free condition except as specified below.\* All forms of beverage alcohol are included in this policy, as are narcotics, depressants, stimulants, hallucinogens, and any other drugs, prescription or otherwise, which impair the student's ability to perform in the academic setting.

The school will give the same consideration to persons with chemical dependency problems as it does to students having other health problems. Seeking assistance for such problems will not jeopardize a student's continued education.

A student who comes to school or a school function having the smell or under the influence of alcohol or drugs on his or her person will have his/her parents/guardians and legal authorities notified.

The guest of a student or visitor to the school who is dealing in, possesses, or is under the influence of prohibited controlled substances and/or alcohol will be reported to the proper legal authorities and may be barred for one (1) year from any events held on Union Public Schools' property.

\* Students under a physician's care and requiring medication are required to follow the procedures set forth in policy JHCD.

**B. Disciplinary Guidelines**

**1. Possession of, Use of, or Attendance while under the Influence of or Soon After Consuming**

The possession or abuse of alcohol, unauthorized inhalants, imitation controlled paraphernalia (including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act) or substances represented to be such, while on school premises, or at a school-related function, is prohibited.

First Offense:

- a. The principal or designated individual will notify the student that he or she is suspended out-of-school for 10 days and subject to superintendent review is liable for additional days of suspension that will be no less than 20 days and no more than 170 days. Such suspension shall begin immediately with one-half (2) the suspension removed pending the results of Steps b-d. All students must present urine or blood tests that are negative before re-admittance to regular school programs.
- b. The principal or designated individual will notify the parent to explain the incident.
- c. The principal or designated individual will notify the appropriate counselor.
- d. It is strongly recommended that the student have a professional evaluation from a trained chemical dependency counselor or a licensed physician trained in chemical dependency and a urine and blood test for any controlled substance. For students having the evaluations, the suspension will be reduced to one-half (2) of original suspension, pending written proof of the evaluation and that the urine and blood tests for any drugs are negative. Also the student must complete the recommendation of the chemical dependency evaluation. The evaluation and tests will be at the family's or student's expense.
- e. The principal or designated individual shall contact law enforcement officials.

Second offense:

Expulsion recommended to the Board of Education

- a. The superintendent will notify the parent(s)/guardian(s) in writing.
- b. The superintendent or designated individual will refer the case to the proper legal authorities.

1st offense:	1-30 days in-school suspension or 1-30 days out-of-school suspension
2nd offense:	31-90 days out-of-school suspension
3rd offense:	91-180 days out-of-school suspension
4th & subsequent:	Recommendation to the Board of Education for

	expulsion
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2. **Supplying/Sales, Sharing, Transfer of Alcohol/Drugs (including controlled substances and illegal drugs defined as substances identified under Schedules I, II, III, IV or V in Section 202 of the Controlled Substance Act) or Substances Represented to be Controlled Substances**

The sale, offering for sale, trade, transporting or transfer of alcohol, unauthorized inhalants, or other drugs and paraphernalia, including legal and illegal drugs, paraphernalia or substances represented to be such, while on school premises or at a school-related function, is prohibited.

- a. The principal will recommend to the Superintendent of Schools, based upon the severity of offense, that the student be suspended or expelled.

1st offense:	In-school suspension, 1-90 days out-of-school suspension, or recommendation to the Board of Education for expulsion
Subsequent offense:	11-90 days out-of-school suspension or recommendation to the Board of Education for expulsion

C. **Tobacco Use**

Using or possessing tobacco in or on school premises, on school transportation or at school-sponsored events.

1st offense:	1-3 days in-school suspension or 1-3 days after-school detention(s), and confiscation of tobacco product, possible notification of law enforcement officials
2nd offense:	Confiscation of tobacco product, 1-10 days out-of-school suspension, possible notification of law enforcement officials
3rd & subsequent:	10-45 days out-of-school suspension and confiscation of tobacco product, possible notification of law enforcement officials

VII. **Violations of Sexual Harassment Policy (see Board policy AC and regulation AC-R)**

**Law enforcement officials will be notified according to Missouri Criminal Code.**

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

1. Use of verbal, written or symbolic language/actions or material that is sexually demeaning or harassing.

*(K through 6)*

1st offense:	Warning or 1-3 days in-school suspension or 1-3 after-school
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	detention(s)
2nd offense:	1-3 days out-of-school suspension
3rd & subsequent:	1-10 days out-of-school suspension and/or expulsion recommended to the Board of Education

2. **Indecent Exposure**

Inappropriate exposure of the underwear or private body parts.

*(K through 2)*

1st offense:	Warning from principal, or up to 1-3 days in-school suspension or 1-3 days after-school detention(s)
2nd offense:	1-3 days in-school suspension, 1-3 days after-school detention(s), or up to 1-10 days out-of-school suspension
3rd offense:	1-10 days out-of-school suspension

*(Grades 3 through 6)*

1st offense:	Warning from principal, or up to 1-10 days out-of-school suspension
2nd offense:	1-3 days in-school suspension, 1-3 days after-school detention(s), or up to 1-20 days out-of-school suspension
3rd offense:	11-45 days out-of-school suspension

3. **Inappropriate Touching of a Sexual Nature**

1st offense:	5 days in-school suspension and/or 1-10 days out-of-school suspension
2nd offense:	11-20 days out-of-school suspension
3rd & subsequent:	45-90 days out-of-school suspension or expulsion recommended to the Board of Education

4. **Sexual Assault**

Touching a student in any way to seek sexual advantage and placing him or her in reasonable apprehension and/or attempting to cause physical injury.

1st offense:	10-20 days out-of-school suspension
2nd & subsequent:	45-90 days out-of-school suspension or expulsion recommended to the Board of Education

5. Consensual Sex (on school property or at a school-sponsored function)

1st offense:	20 days out-of-school suspension
3rd & subsequent:	Expulsion recommended to the Board of Education

6. Rape (on school property or at a school-sponsored function)

1st offense:	Expulsion recommended to the Board of Education. Law enforcement officials will be notified according to Missouri Criminal Code.
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**VIII. Technology Misconduct (See Board policy EHB and regulation EHB-R)**

- A. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

1st offense:	Restitution, and 1-180 days out-of-school suspension, and suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.
Subsequent offense:	Restitution, and 1-180 days out-of-school suspension or expulsion, and suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.

- B. Other violations outlined in Board policy EHB and regulation EHB-R.

1st offense:	Restitution, and 1-180 days out-of-school suspension, and suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.
Subsequent offense:	Restitution, and 1-180 days out-of-school suspension or expulsion, and suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.

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**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 09/13/1989

Union R-XI School District, Union, Missouri

Revised: 05/19/2004; 10/20/2004;  
11/17/2004; 12/15/2004;  
06/15/2005; 07/20/2005;  
12/21/2005; 08/07/2006;  
09/20/2006; 02/21/2007;  
06/04/2007; 10/01/2007;  
11/05/2007; 05/05/2008

Central Elementary

School Year 2009 – 2010

Dear Staff,

Please sign and return this page by the beginning of next week.

I have had an opportunity to view the Central Elementary Teacher/Staff Handbook. I am aware of the contents.

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Staff Name

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Date