

Login and Password Cheat Sheet

This page is to help students remember their login and passwords on many of the computer based educational programs that Clark-Vitt uses. It is important to not lose your planner so no one else has access to your information:

Login:

Password:

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“TEAM CLARK-VITT”
CLARK-VITT ELEMENTARY SCHOOL
2011-2012

**TEAM CLARK-VITT!
CONTINUING TO WORK TOGETHER**

August 2011

Dear Parents and Students,

Welcome to Team Clark-Vitt! Our faculty and staff are looking forward to working with students, parents and each other as a team towards student success. **“Team Clark-Vitt”** This is the second year “Team Clark-Vitt” has been working together for the success for all students. It truly takes a team effort to help all students.

We value the time we have to work together as a team, which will lead to high achievement and success in school and in the lives of our students. Parents, we applaud you. As your child's first and most influential teacher, you have instilled a positive attitude toward school and learning, therefore making us teammates in educating your children.

Jeff Van Zee – Principal

Nathan Bailey –Assistant Principal

UNION R-XI SCHOOL DISTRICT ADMINISTRATION AND BOARD OF EDUCATION

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. Gary Young – President

Mr. James Borgmann– Vice President

Mrs. Kate Jones

Mr. Ron Sohn

Mrs. Jennifer Slay

Mrs. Teresa Connelly

Dr. Virgil Wiedeman

ADMINISTRATIVE STAFF

Mr. Steve Bryant, Superintendent

Dr. Judy Stivers, Assist. Supt.

Dr. Jennifer Hope, Assist. Supt.

Mr. Gary Vogel

Mrs. Sherene Eckley

Mr. Dennis Lottmann, Principal

Mrs. Amy Carlson, Assist. Prin.

Mr. Chris Arand, Assist Prin. /Athletic Dir.

Mr. Gary Menke, Principal

Mr. Nathan Bailey, Assist. Prin.

Mr. Mark Spann, Principal

Mr. Jeff Van Zee, Principal

Mrs. Jennifer Davis, Curriculum Specialist

Mr. Aaron Jones, Principal

Mrs. Monica Assareh, Asst. Prin.

Ms. Meg Vogel, Director

Administrative Office

Administrative Office

Administrative Office

Director of Special Education

Process Coordinator

High School

High School

High School

Middle School

Middle School/Clark-Vitt Elementary

Beaufort Elementary

Clark-Vitt Elementary

Union High School

Central Elementary

Central Elementary

Early Childhood

IMPORTANT PHONE NUMBERS

Clark-Vitt Elementary

636-583-6997

Central Administration Office

636-583-8626

Bus Transportation

636-239-1429

Food Service

636-583-5840

2011 - 2012 Academic Calendar

Board of Education Approved March 16, 2011

<p>16 - New Teacher Orientation 17, 18, 19 - Staff Dev. 22 - First day for students</p>	<p style="text-align: center;">AUGUST 2011</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	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				<p style="text-align: center;">SEPTEMBER 2011</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> <p>5 - No School - Labor Day</p>	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							
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<p>18 - End of 1st qtr (41) 31 - No School - Staff Dev</p>	<p style="text-align: center;">OCTOBER 2011</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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						<p style="text-align: center;">NOVEMBER 2011</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> <p>23-25 - Thanksgiving Break</p>	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			
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<p>20 - 1/2 day for students full day staff 21 - 1/2 day students & staff (End of 2nd qtr 42/83 semester) 22 - Christmas Break (no school Dec 22- Jan 3)</p>	<p style="text-align: center;">DECEMBER 2011</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	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	<p style="text-align: center;">JANUARY 2012</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>3 - No School - Staff Dev 4 - Students Return 14 - No School - MLK Day</p>	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											
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<p>20 - No School - Presidents Day</p>	<p style="text-align: center;">FEBRUARY 2012</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr> </tbody> </table>	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				<p style="text-align: center;">MARCH 2012</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <p>7 - end of 3rd qtr (44) 15-19 - Spring break 19 - No School - Staff Dev 15 - Snow Make up #1 16 - Snow Make up #2</p>	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							
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<p>5-10 - No School - Easter Break 5 - Snow Make up #4 10 - Snow Make up #5</p>	<p style="text-align: center;">APRIL 2012</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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						<p style="text-align: center;">MAY 2012</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p>21 - 1/2 for students 22 - 1/2 day students & staff (End of 4th qtr 45/92 sem) 23 - Snow make-up #3 24 - Snow make-up #4 28 - Memorial Day</p>	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									
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WELCOME

The faculty and staff welcome you to Clark-Vitt Elementary School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend on good study habits, listening well, and a commitment to regular attendance. The goal for each student is to do his/her best work. To reach this goal, students, teachers, administrators, parents, and the community must work together. We urge your cooperation in this, and assure you that the results will be well worth the effort. The purpose of this handbook is to help you understand your privileges, opportunities, and responsibilities as students of this school. Each student should read this handbook and know what it says. Please encourage your parents to read this handbook as well. If you, or your parents, have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or principal for an explanation. The last page of this handbook should be completed by your parents and returned to your teacher.

MISSION STATEMENT

The mission of Clark-Vitt Elementary School is to do what is possible to develop competent, emotionally healthy, respectful students who can succeed at the next grade level and subsequently as productive citizens in the 21st century, and who can then guide and direct the progress of future generations toward similar goals. This requires a commitment and teamwork from staff, students, and parents toward an atmosphere of cooperation, involvement, and extra effort when necessary. The staff at Clark-Vitt is committed to these goals and encourages the same from students and parents.

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 ensure 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 on-line). He has a right to impose detention on a student, to deny school privileges, administer corporal punishment, to remove a student from class, to suspend a student, and to enlist parental support.

VISITORS are welcome at Clark-Vitt anytime. Each visitor is required to check in at the office and obtain a pass. Visitors may have to wait at the office, as to not disrupt classes and the educational process. The only entrance for visitors will be the office entrance by the flagpole. Any parent or guardians waiting to pick children up do not need a pass if they remain in the lobby area by the office. There is a buzzer entry system used on the front doors during school hours, this is for the protection of all students and staff.

SCHOOL HOURS

Students must be at school no later than 8:00 a.m. If they plan to eat breakfast, they need to arrive earlier. Students riding the bus will not be disciplined for tardiness if the bus arrives late. Students walking home or being picked up will be dismissed at 2:50p.m. Students riding the bus will be dismissed at 3:00 p.m.

TO AND FROM SCHOOL

1. Bicycle riders are expected to park their bicycles in the designated area and to follow all traffic laws to and from school. We ask that students walk their bicycles down the hill as to not enter into traffic at a high rate of speed.
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 or near the lake.
3. School rules and policies will be in effect for all students en route to and from school.
4. For Safety Reasons: We are asking that **all students** that are dropped off or picked up at the bottom of the hill be dropped off **along the curb**. This will require all traffic to come from the North side of the lake. We want to eliminate students having to cross the street or getting out in the middle of the street. Students will also be allowed to be dropped off behind the school by the cafeteria doors. We need to leave the front drive open for the busses.

All students' parents will enter and exit the building using the main doors by the office.

AT NO TIME SHOULD BUSES BE BLOCKED OR SLOWED DOWN FOR ANY REASON.

PICKING UP CHILDREN

Clark-Vitt

Pick-up and Drop-off procedures at Clark-Vitt:

For Safety Reasons: Students may be dropped off after 7:15 either behind the school at the cafeteria doors or Clark Avenue located at the bottom of the hill (on the sidewalk side of the street!) Please do not drop off students on the front driveway of the building.

At 2:50 all walkers and pick-ups will be dismissed, all bus students will report to the gym at 3:00 and wait in a designated area by bus number. If there are 2nd bus load students, they will be separated in the gym. Any Beaufort student who is at Clark-Vitt will be picked up on Autumn Hill by the side of the road. As the in-town busses pull into Clark-Vitt, students will be called by bus number to their busses. The busses should be leaving at approximately 3:05

WHERE TO PICK-UP STUDENTS: At 2:50 all walkers and pickups will be dismissed.

We need to avoid blocking the driveways in front and behind the building. Please do not drive up the driveways until 2:40.

5th & 6th grade will be picked-up at the bottom of the hill.

4th grade will be picked-up at the back of the building along the sidewalk by the cafeteria.

If you have multiple age students, you will need to pick them up at the bottom of the hill.

On Fridays everything will be the same except we will release one hour earlier.

Pick-ups are 1:50 and busses at approximately 2:00.

If you have multiple age students, you will need to pick them up at the bottom of the hill.

Steps have been installed down the hill in front of school for student and patron convenience. 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.

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 \$10 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 (\$10).

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.

How Students Can Have a Positive Experience at Clark-Vitt

STUDY SKILLS

A STUDENT WANTING GOOD GRADES:

1. Brings notebook, paper, pen or pencil, and other materials necessary to class.
2. Participates in the classroom, listens well, and takes part in discussions.
3. Asks questions if he/she does not understand the discussion or if a problem exists.
4. Plans work, schedules time for homework each day, and understands the assignments before leaving class.
5. Applies his/her acquired knowledge to different situations.
6. Strives to do his/her best.

HOW TO STUDY

1. Attitude is important! Think positively. Work independently. Seek help only when you have done all you know to do, then ask questions and use library sources.
2. Learning requires concentration-keep your mind on what you are doing. It will take less time.
3. At home, have a definite, well-lighted, quiet place to study. Read at home 30 minutes each day. It will make a difference!
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, take notes of your own or outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier and you'll do a better job.

HOMEWORK

Often class time is set aside for individual study under the supervision of the teacher who can, during this time, help students with their particular weakness and observe study and work habits of all students in the class. Home study is a necessary part of each pupil's education program. Each student must be expected to spend some time in addition to class instruction to achieve satisfactory work.

Some assignments are long-range in nature and require planned study time for completion. Planned study eliminates the need to spend too much time in completing an assignment the day before it is due. Students who do not complete homework throughout the week, may stay on Fridays until 4:00 for partial credit.

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 work 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.

ATTENDANCE

Regular school attendance will aid greatly in promoting the success of students. The educational process requires a continuous sequence of instruction. When this sequence is broken by a period of absence, this instruction can never be fully regained by assigning extra work. Good attendance ensures 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

The school will call absent students if we do not hear from parents. Phone calls will start after 9:00 a.m.

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 approves 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.

Truant - A student will be considered as truant if he/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.

EXCESSIVE ABSENTEEISM

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 and may assign penalty (lunch or recess detention or classroom penalty).
3. Continued tardiness could result in other disciplinary actions being taken, including parent conference and in-school suspension.

STUDENT RESPONSIBILITIES (when absent)

1. Following an absence, the student should bring a dated and signed note from their parent or guardian stating the reason(s) for the absence, if we did not receive a phone call. If prior to being absent, arrangements were made with the school, then no note should be necessary.
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. Students who submit fictitious notes from home will be considered as being truant.
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 that includes 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 principal, evidence of a rare social education opportunity, length of vacation, and involvement of the family members.

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.

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.

TELEPHONES

Telephone calls may be made to the school office, 583-6997, 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.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office during the school day. Lost articles that are not claimed within a reasonable time will be given to charitable organizations. Students are expected to check frequently in the lost and found area of the lunchroom for articles or books they have lost.

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and classrooms, are the property of the school. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably cause, or can reasonably be foreseen to cause, an interference with school purposes or any educational function, or which are forbidden by state law or school rules. The student’s use of the locker does not diminish the school’s ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. Lockers are assigned to students. Students who experience difficulty with a locker and need repairs should report the information to their teacher. Pupils are allowed to access their lockers from 8:00-8:05 a.m., at other recess times, and at dismissal only. All other times must be with the permission of their teacher.

ANNOUNCEMENTS

Daily announcements related to school and student affairs will be given each morning and afternoon. 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. Regular announcements are duplicated and distributed to teachers to be read before afternoon dismissal.

RECESS

Before or after lunch each day students will have recess time 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.

FIELD TRIP

Students must have signed written permission slips on file before being allowed to go on any field trip.

EMERGENCY INFORMATION

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 district will use Alert Now, a mass parent notification system to alert parents.

The Union R-XI School District announces school cancellations over the following media sources.

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

Patrons are encouraged to listen to 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 stations' 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. The Union R-XI web site can also be used to look up cancellations. The web address is: union.k12.mo.us

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 decision, a determination is made as to whether or not conditions are hazardous to driving, or whether or not exposure in such conditions is hazard. Ice, snow, wind, or temperature may cause hazardous conditions. When conditions are not hazardous, conditions are considered typical for winter months in south central Missouri.

In order to timely announce such cancellations, 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.

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. Your safety and health are dependent upon you following the rules of tornado safety. Teachers will explain procedures.

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.

EARTHQUAKE EVACUATION PLAN

An earthquake occurs without warning. Immediately take cover under anything that will provide some measure of protection from falling objects. A desk or table will provide some protection.

Immediately after the crisis, calmly evacuate the building following the procedure for a fire drill.

If there are people hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify the person in charge of the people hurt or trapped and their situation. Keep your class together pending further instructions.

Stay away from power lines, poles, trees, and buildings. Utilities should be shut off and no one should re-enter buildings until they have been declared safe by a structural engineer.

GUIDANCE AND COUNSELING

Counseling service is 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

Students' 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 records are accessible to parents upon request.

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.

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

Clark-Vitt 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 or 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. **Student Insurance** - The Union R-XI School District does not carry health accident insurance on students. Should a student be injured and medical attention is required by a doctor and/or an ambulance is needed to transport the student to the hospital, every effort will be made to contact the parents before the student is transported. However, should the student's life or well-being depend on immediate emergency care, school officials will contact emergency medical personnel without parental approval. Parents are responsible for all expenses incurred with an accident.

TREATMENT AND TRANSPORTATION

The school system employs one full-time nurse and one part-time nurse 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

Please refer to Board Policy JHC in reference to Head Lice

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 that poses little risk of transmission in the school environment with reasonable precautions.

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. 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/or physician must be on file in the office.

GRADING

Letter symbols indicate a student's achievement and progress:

95-100=A 87-89=B+ 80-82=B- 73-76=C 67-69=D+ 60-62=D-
 90-94=A- 83-86=B 77-79=C+ 70-72=C- 63-66=D 0-59=F

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 recorded on the Child's permanent record.

RETENTION POLICY FOR ELEMENTARY K-6

Retention

Grades K-8

Students will be considered for retention using the following criteria:

1. Inability to do school work at the level necessary to succeed in a higher grade.
2. Reading more than one (1) year below grade level (SB319 requirements).
3. Continual misbehavior or actions that indicate a lack of maturity necessary to succeed at a higher grade.
4. Absent an excessive number of school days (10+ days per semester or 15 days per year).
5. A semester grade of "F" either first or second semester in any subject.
6. Inability to demonstrate mastery of objectives in all subject matter.

Students will be retained using the following criteria:

Any student in grades K-8 will be retained if he/she fails for the year any two (2) of the five (5) core subject areas of reading, math, language arts, social studies and science. A failure for the year will be determined by dividing the total points earned by the student by the total possible points to obtain a percentage. A percentage less than 60 is defined as failure for the year. If a principal believes that circumstances or other criteria exist that should allow a student to be promoted even with his/her failure in two (2) of these subject areas, the promotion will only be allowed if specifically authorized by the Assistant Superintendent for Curriculum, the Superintendent of Schools or the Board of Education. This criterion does not prevent a principal from retaining a student with less than the two (2) failures specified above or due to other criteria that may cause the student's retention.

Students who are promoted with failing grade(s) will:

1. Be scheduled in a remedial/at-risk program (for targeted subject) if the team determines the student lacks necessary academic skills.
2. Be scheduled in a behavioral/at-risk program (for targeted behaviors) if the team determines that the student has the academic ability to pass the subject but has not put forth the necessary effort.

HONOR ROLL

Honor roll are compiled after each grading period and appropriate awards are given. To achieve Honor Roll status, the student must have attained at least a B- in all major subject areas. In order to achieve A Honor Roll status a child must have attained at least an A- in all major subject areas and at least an 80% average combining all the special area classes such as Art, Music, PE, Library and Computer lab.

MID-QUARTER REPORTS

Deficiency reports or, in some cases, progress reports will be issued 4 weeks into each quarter. Deficiency reports are sent to those

parents of students who are achieving a D or below in one or more of their subjects. It allows the parent the opportunity to conference with the teacher or otherwise take necessary corrective measures.

EATING LUNCH WITH YOUR CHILD AT SCHOOL

Parents are more than welcome to eat with their child at school. We do ask for the following considerations:

- Please notify the Principal the previous day if possible.
- Outside food is not brought in; if this is the case you may eat with your child in a separate location than the cafeteria and only with your child.
- If eating in the cafeteria, you must eat at the round table or an empty table, only other students who have permission of their parent may eat with them, otherwise it shall only be your child.
- If it starts to become a distraction to the educational process, lunch privileges may be denied.

RENAISSANCE PROGRAM

The Renaissance program is a recognition/motivation program to recognize students and staff for outstanding achievement. The program will try to recognize students for good attendance, good grades, good effort, & good behavior. Some of the recognitions will be, but are not limited to:

Staff Recognitions

Perfect Attendance

Honor Roll

SUBSTITUTE TEACHERS: Our school is fortunate to have 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 Clark-Vitt 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.

STATEMENT OF NON-DISCRIMINATION

Applicants for admission and employment, students, patrons, and employees of Union R-XI Schools are hereby notified that this institution does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, or handicap in admission, or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning Union R-XI School's compliance with the regulations implementing Title IV and Section 504 is directed to contact Ms. VeAnn Tilson, Superintendent, at (636) 583-8626. Ms. Tilson has been designated by the Union R-XI School Board to coordinate the institute's effort to comply with the regulations implementing Title IX and Section 504. Specific district policies identifying compliance grievance procedures are available for review in each building administration office and library, public library, and central office file. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations pertaining to Title IX and Section 504.

DISCIPLINE POLICY

SCHOOL BOARD POLICIES, under which all regulations and procedures are established, are available to the public and are on-line. Go to the district's web site: 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 or the on-line policies for the most up-to-date policies.

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 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 *SB 291 (150 minutes minimum needed for physical activity)
3. Parent contact
4. Student report sent to the office

Parents, in cooperation with the principal, may request corporal punishment instead of OSS/ISS whenever OSS/ISS is dictated in the policy. The principal would administer corporal punishment in place of up to three (3) days of OSS.

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 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 district property, including playgrounds, parking lots, district transportation or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

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

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 as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, 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 district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. 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 the prohibitions in this section, 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 violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. 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.

I. Major Offenses

Violations against Persons

A. Assault – 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

B. Bullying and Cyberbullying(see Board policy JFCF)

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; exclusion from a peer group; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

(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 (see also “Assault”)

1. 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
- 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) 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

2. **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 days 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 district-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 district property if the situation is connected to a district-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 (Applies to Students Both On and Off District Property)

(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 1-3 days of in-school suspension and/or a special action plan.
- 4th & 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 offense: 5 days out-of-school suspension
- 4th & subsequent: 5-45 days out-of-school suspension

L. Insubordination to a Staff Member (Applies to Students Both On and Off District Property)

(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 1-3 days of in-school suspension and/or a special action plan.

4th & 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 offense: 5 days out-of-school suspension

4th & subsequent: 5-45 days out-of-school suspension

M. Verbal or Written Abuse to Staff of a Threatening Nature (Applies to Students Both On and Off District Property)

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

(Grades 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

N. 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: One (1) calendar year suspension or expulsion

offense:

- 2. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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

- 3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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 District, 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 district property), belonging to the district, 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 District, 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 district property), belonging to the district, 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
- 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, district activities or district 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: 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.

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 at least the top of the student's pants, skirts or shorts. No spaghetti strap tops, tube tops, or asymmetrical shirts are allowed. It is not permissible for students to spray or dye hair a color that 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 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. 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.

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

Students are forbidden to bring into school, onto school grounds, to district 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

J. Gambling

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

(K through 2)

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

(Grades 3 through 6)

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 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

2nd & subsequent: Detention up to 20 days out-of-school suspension

M. Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does

not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

(K through 2)

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

(Grades 3 through 6)

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

subsequent: superintendent, or recommendation for expulsion to the Board of Education

P. Skateboards and/or Rollerblades

Students are forbidden to bring into school, onto district property, to district 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 or disturbing people, or causing the evacuation or closure of district 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 that is otherwise intended for staff use only. All incidents will be reported to law enforcement officials.

- 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 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 JED)

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 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:

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|-------------------|--|
| 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:

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|-------------------|------------------------------------|
| 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 district-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 district activities during these periods of time. They are not to be on district property, attend district functions or events either on or off campus, or use district transportation except as specifically authorized by the superintendent, 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 kindergarten through 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 the principal so recommends. 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 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 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.

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|-------------------|---|
| 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 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 District 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 principal or his or her designee.

Safety Violation – 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

- ▶ Vandalism
- ▶ Smoking on the bus
- ▶ Using obscene language
- ▶ Fighting on the bus
- ▶ **Assault***
- ▶ A gross lack of respect for the driver/defiance
- ▶ Spitting
- ▶ Dangerous acts
- ▶ Water guns

Minor Offenses

- ▶ Out of seat
- ▶ Littering
- ▶ Disturbances
- ▶ Not in assigned seat
- ▶ Excessive noise
- ▶ Food or drink consumption
- ▶ Flowers/Balloons without prior approval
- ▶ Skateboards

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

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|-------------------|--|
| 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:***

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|--------------|---|
| 1st offense: | 1-10 days bus suspension and/or regular discipline policy |
| 2nd offense: | 11-180 days bus suspension and/or regular discipline policy and notification to law enforcement officials |

Minor offenses will receive warnings or reprimands from the principal. An accumulation or 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 suspended 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 principal.

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

A. Drug Abuse

The possession, sale, transfer or abuse of the following while on district property or at a district-related function is prohibited: alcohol; unauthorized inhalants, or other drugs and paraphernalia; the compounds JWH-018, JWH-073, CP4-497 and homologues and HU-211 (Dexanabinol), commonly known as K2; legal (including, but not limited to, over-the-counter) and illegal drugs and paraphernalia or substances represented to be such.

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 district 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 substances or other drugs and paraphernalia, including legal and illegal drugs and paraphernalia (including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202(c) of the Controlled Substances Act) or substances represented to be such, while on district property, or at a district-related function, is prohibited.

- a. The principal will recommend to the superintendent, 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

2nd offense: 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 (½) 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 (½)* of original suspension, pending written proof of the district-provided 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 may be at the family's or student's expense.

* Does not apply to an expulsion.
- e. The principal or designated individual shall contact law enforcement officials.

3rd 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.

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(c) 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 (including, but not limited to, over-the-counter) and illegal drugs, paraphernalia or substances represented to be such, while on district property or at a district-related function, is prohibited.

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

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

Second offense: Expulsion recommended to the Board of Education.

- b. The superintendent will notify the parent in writing.
- c. The superintendent or designated individual will refer the case to the proper legal authorities.
- 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 district-provided evaluations, the suspension will be reduced to one-half (1/2)* 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 may be at the family's or student's expense.

* Does not apply to an expulsion.

C. Tobacco Use

Using or possessing tobacco in or on district property, on district transportation or at district-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 Harassment, including Sexual Harassment (see Board policy AC)

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

Allegations of 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.

A. Use of verbal, written or symbolic language/actions or material that is harassing.

(K through 6)

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|-------------------|---|
| 1st offense: | Warning or 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 and/or expulsion recommended to the Board of Education |

B. Indecent Exposure

Inappropriate exposure of the underwear or private body parts.

(K through 2)

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|--------------|--|
| 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 |

C. Inappropriate Touching of a Sexual Nature

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|--------------|---|
| 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

D. 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

E. Consensual Sex (on district property or at a district-sponsored function)

(For more detailed explanations of this offense please refer to policy JGR-1 in the online board policy or request a copy from the school office.)

1st offense: 20 days out-of-school suspension

2nd & subsequent: Expulsion recommended to the Board of Education

F. Rape (on district property or at a district-sponsored function)

1st offense: Expulsion recommended to the Board of Education. Law enforcement officials will be notified according to Missouri Criminal Code.

VIII. Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP.)

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

C. Other violations outlined in Board policy EHB and procedure EHB-AP.

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.

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

First Offense: Up to 180 school days out-of-school suspension and/or permanent expulsion. Student may be reported to law enforcement and the recording equipment will be confiscated and held until deemed appropriate to return by district.

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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.

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Union R-XI School District, Union, Missouri
