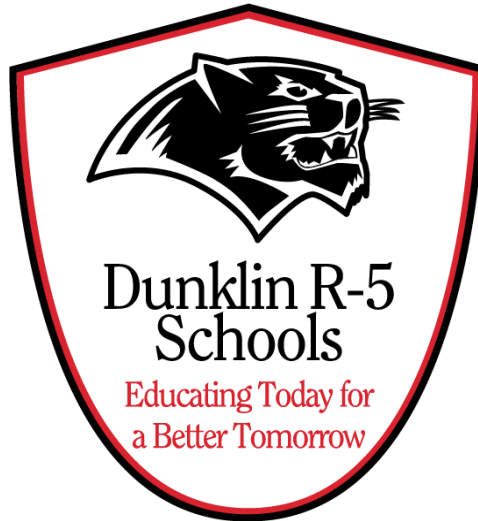


**Pevely Elementary**

**2018-2019**

**Parent/Student Handbook**



**PEVELY ELEMENTARY SCHOOL**

30 Main Street

Pevely, MO 63070

Telephone: (636)-479-5200

**DISTRICT MISSION:**

*"Educating today for a better tomorrow."*

**SCHOOL COLORS:**

Black and Red

**SCHOOL MASCOT:**

Blackcat

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## **General Information**

### **ATTENDANCE**

#### **Dunklin R-5 School District Attendance Policy**

##### Philosophy

Dunklin R-5 School District and its board of education, administration, and staff are committed to the philosophy that every student should attend school all day, every day. Regular attendance is imperative in preparing students to be successful throughout their elementary and secondary education, as well as after graduation. Attending school every day is essential in developing a proper work ethic and sense of responsibility. The time lost due to absences can never be adequately replaced. Through essential partnerships between school, families, and community we will work together in communicating to students that education is a top priority.

##### Absences

Missouri's MSIP5 attendance expectations state a minimum of 90% attendance per school year is required for each student statewide. Missing more than 16 days per school year, or 8 days per semester, is prohibited, as any more absences will put your child under the 90% requirement. Attendance is accumulative and taken by the minute. Late starts and early pickups, in addition to full-day absences, count against your child's attendance record and can add up to a full school day's worth of time lost. These 16 days should be more than enough to account for true illness, emergencies, bereavement, religious exemptions, etc.

##### Absence Reporting Procedures:

- A parent/guardian will notify the school office before 9 am by phone for each day of a student's absence. 636-479-5200----Dial 2 for Senn-Thomas Middle School, 3 for Pevely Elementary School, 4 for Herculaneum High School, and 5 for Taylor Early Childhood Center.
- All absences will be classified initially as *unexcused* unless documentation is provided that qualifies the absence as a verified absence. (See below) No absences will be labeled as "excused"—an absence is an absence.
- If the school has not been notified of the student's absence, the school will attempt to contact parent/guardian by office phone call, email, or Parent Portal message.
- Parent/Guardian communication regarding any absence will be noted in the comments portion of Infinite Campus for that corresponding day.

### Unexcused & Verified absences, tardies, & early pick-ups

All absences, tardies, and early pickups will be coded as unexcused. *No absence will be considered excused— an absence is an absence.*

A verified absence/tardy/early pick-up is reserved for properly documented personal illness, scheduled and documented medical/dental appointments, funeral services, court dates, & college visits (high school only). Please be aware that “verified” absences will still count against the student in regards to attendance rate. This includes qualifications for incentives, rewards, etc. related to attendance. Verified absences and documentation are necessary to determine if educational neglect or truancy is present.

School sponsored time out of school such as field trips will be recorded accordingly and will not count against attendance rate.

### Documentation

In order to transfer an unexcused absence to verified absence proper documentation must be received from a medical professional, funeral service provider, court, etc. If documentation is not received within 3 days of the student returning to school, the absence will remain as an unexcused absence. In the case of a student being sent home early by the school nurse due to illness or injury, the remainder of the day will be considered a verified absence. Please be aware that verified absences still count against the student’s attendance rate. Informal notes and phone calls from parent/guardian will be recorded in Infinite Campus for the corresponding absence, but will not change absence from unexcused to verified. If concerns are raised due to excessive absences of either type, the school district has the responsibility to address the concern with the parent/guardian and involve necessary authorities.

Acceptable Documentation	Documentation Requirements
Medical Documentation	<p><u>Must</u> include date and time the student was seen by the healthcare professional, date student is able to return to school, signature of health care professional or on official letterhead, and any limitations on student once they return to school &amp; duration of the limitations.</p> <p>Please do not alter or write additional notes on medical documentation. Additional notes to staff from parents may be sent with the medical documentation on separate paper. Any additions to medical documents not added by medical staff will be considered void and the absence will remain “unverified”</p>
Funeral Documentation	<p>Should be on provider’s letterhead with date and time of service.</p> <p>Additional accepted forms of documentation are subject to administrator’s approval. This may include: copy of obituary or bereavement card.</p>
Court Documentation	<p>Should include date and time of hearing/appointment and signature of juvenile officer, judge, or other official of the court.</p>
Religious Exemption	<p>A written request by parent/guardian must be submitted at least 3 days <i>prior</i> of the religious holiday to be reviewed and approved by administration</p>

Educational Neglect and Truancy

When a child is excessively absent from school through intent or neglect of the parent or caretaker, it is considered educational neglect. When a child is absent through his/her own intent, this is truancy. Dunklin R-5 School District works on a regular basis with state & county child protective services as well as with our deputy juvenile officer and we are considered mandated reporters. As it can often be difficult to decipher between educational neglect and truancy, the school district can and will involve one or both entities when deemed appropriate.

### Make up work due to absence

Students are required to make up all missed work when absent. Students have 1 day to complete and turn in work missed for each day absent. Exceptions for prolonged illness or recovery can be made through the main office. Parents need to request homework by 9 am in order to have it prepared by the end of the school day.

### Activities Restrictions

Students must attend at least 4 hours of the day to be eligible to participate in any activity occurring on that day. For participation in a weekend event, the student must attend school the day before for at least 4 hours.

### Tardies/Early Releases

A student, at any level, is considered tardy if they are not in their assigned place at the time class begins. If a student is late to school (after 8:30 am) they must be signed in at the office by a parent or guardian. Tardy students negatively affect the morning routine of the classroom and interfere with the entire class's learning. Early releases (students leaving before 3:30) cause the same problems. Please avoid bringing in your student late or picking them up early. School sponsored activities and tardiness due to issues with district bus transportation will not pertain to this policy. Tardiness to personal transportation *does* pertain to this policy. Please attempt to schedule appointments so they fall outside of school hours.

Minutes/hours lost due to late starts and early pickups count against your child's attendance record and can add up to a full school day's worth of time lost.

### Incentives

Classroom rewards, grade level rewards, student rewards, activities, and field trips using attendance as a requirement take place throughout the year.

### Interventions (K-5)

Students shall be allowed no more than 16 cumulative days of absences of school per year. Missing any more time than this puts your child under the 90% attendance requirement. These 16 days should be more than enough to accommodate true illness, scheduled appointments, family emergencies, etc. Because absence affects the learning of students and parents hold the responsibility of seeing that students attend school, excessive absences numbering a total of 10 or more can be reported to the Division of Family Services.

It is a priority of the Dunklin R-5 School district to maintain positive communication with our students and families. Letters regarding attendance will be mailed at specific absence marks. These letters apply for both verified and unexcused absences. To keep parents informed regarding the student's attendance record, the following time schedule will be followed:

Days Missed	Action Steps to Be Taken
Below 90% attendance from previous year	Parents of students who attended less than 90% of the previous school year will receive a letter informing parents of the attendance policy from the school family liaison.
4th day of absence	A first notification will be made. At the 4th day of absence, a notification will be made via letter or email.
6th day of absence	A 2nd notice will be made via letter or email. A parent conference or home visit will be scheduled with School Family Liaison regarding unexcused/ unverified absences.
8th day of absence	A 3rd notification will be made will be made via letter or email. A conference will be scheduled to meet with School Family Liaison and Administration regarding unexcused/ unverified absences
10-16th days of absence	A notification will be made to the parent and, if the district reasonably concludes that educational neglect is present, the district may report the potential for such neglect to Children's Division (CD). CD will determine what, if any, follow-up should be made or taken

## **HOMEWORK WHEN ABSENT**

Missed assignments as appropriate to the individual student must be returned to school on the following schedule:

- a. One day absence – work returned the day following the student's return to receive assignments.
- b. Two or more day absence – work missed the first day must be returned the first day following the student's return, work for the second missed day must be returned on the second day following the student's return; work for the third day missed must be returned on the third day following the student's return, same pattern following for each day following. Failure to return assignments on schedule will result in no grade for each day the work is missing.

Students may obtain assignments issued during an absence from the teacher and turn them in completed for credit. If you plan to get homework for your child who is ill, you will need to make that request directly with your child's teacher. Please allow teachers at least 24 hours once they receive your request for work to gather the student work and get it placed in the office for pick up.

Make-up work during a suspension is allowed in accordance with the Board policy on student suspension. It is the student/parents responsibility to contact the building office and/or communicate with their teachers via email to secure work.

### **ARRIVAL AND DISMISSAL**

Students may begin arriving at 8:15 a.m. each day. **Never leave a student at the school before 8:15 a.m.** (unless he/she is enrolled in the before school child care program). **There is no supervision provided for students prior to 8:15 a.m.** The doors to the school building will be locked and admittance will not be granted until that time.

If you bring your child to school each morning, please drop your children in the schools front drive only. Upon entering the drive, please pull your vehicle all the way down the drive towards the gymnasium/Pevely Park regardless of your students classroom location. Please do not stop at the front door to drop your child off as it will back up traffic of parents trying to enter onto Main St. Depending on your locations, students will be able to enter the building either through the main entrance or the south gym entrance. For student safety, students are not permitted to be dropped off behind the school or on the side of the school building along Dempsey.

You are encouraged to say goodbye as you drop them off in your vehicle and allow your child to walk to class independently. If you need to go into the building with your child, you will need to park your vehicle in a designated parking area. **PLEASE DO NOT PARK YOUR CAR IN THE MIDDLE OF THE DRIVE UNATTENDED.** Once parked, parents are to buzz into the building and report to the office. Parents will not be permitted to walk their children to the classrooms as we are a closed campus.



If you are going to pick up your child at the end of the day please make sure you have notified the office if your child is parent pick up every day or certain days of the week. If you need to make a transportation change to parent pick up or to bus for one day only then **those request must be made prior to 3:00pm on full days and 12:30pm on early dismissal days.** This can be done either by phone or letter. Transportation changes can not be made after the stated times above as students are in transition to their afternoon pick-up routines, drivers have been provided their student rosters, and office staff are busy with end of the day procedures and cannot leave the office.

## **PARENT PICK-UP PROCEDURES**

As parents pull up in the front drive please fill in the lane closest to the building first. Please make sure to **pull all the way down** and not park where your child comes out of the building at. Once the 1st line is full, a second line is to be formed in the drive on the street side. Again as you arrive please pull forward as far as you can in line.

Parents are to go to their child's assigned parent pick up door to get their child. Upon dismissal, students will be released to the appropriate person once the student's password is given to the teacher.

If a parent forgot their password, please buzz into the office prior to parent pick up and present your driver's license. A temporary pass for the day will be written. Parents may make arrangements with the office at that time to create a new student password if necessary.

## **EARLY DISMISSAL/SCHOOL POSTPONEMENT AND SCHOOL CANCELLATION**

Occasionally weather or unforeseen circumstances will create a situation in which school must be dismissed early. Be sure your child knows in advance what to do on these days. Announcements of closure and early dismissal will be made via the ALERTNOW phone system which will make calls to your primary contact number. If you are not signed up for the ALERTNOW notification please contact our Central Office. Announcements will be made also on radio station KJFF 1400 AM and TV Channels 2, 4, and 5. SCHOOL PERSONNEL WILL NOT CONTACT YOU PERSONALLY. Please do not call the school to ask if school will be dismissed early.

In the event of an early dismissal, students will be sent home on their regularly scheduled means of transportation. If transportation will need to change due to the early dismissal please contact the school as soon as possible.

## **TRANSPORTATION NOTES**

If your child is to go home a different way than usual, please send a note to your child's teacher and include the child's first and last name, the regular bus number, the date, your signature, and specific instructions. The note goes to the teacher and then to the office to be processed.

Parents/Guardians MUST notify building secretaries of all pickup or bus changes before 3:00pm on full days and 12:30pm on early dismissals. Requests for temporary transportation changes after 3:00pm **will not** be accepted on full days and 12:30pm on early release days. For permanent transportation changes, please call the building secretary or transportation department.

Students who wish to ride a bicycle to and from school must have a permission note signed by the parent on file in the office.

## **Transportation Policies**

Students who ride school buses are expected to have safe conduct. Several infractions of bus rules may result in a student losing his or her privileges. The importance of proper conduct while waiting for, boarding, riding or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. In the interests of safety, all students should understand, and all parents are urged to impress upon their children, the necessity for strict compliance with the following rules:

- Students are to remain well out of the roadway while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner.
- Students are to remain seated while the bus is in motion.
- No part of the body should ever be extended outside the bus.
- Aisles should be kept clear at all times.
- Conversations should take place in a normal tone of voice. A sudden scream or yell is especially dangerous.
- Nothing should be thrown either in or from the bus.
- Smoking on the school bus is strictly forbidden.
- Crowding, pushing, shoving, etc. are not only unnecessary, but dangerous as well.
- Attitudes of helpfulness and cooperation will do much to ensure safe and comfortable bus transportation for all.
- Students are dropped off only at their own bus stops. Parents can request for their child to be dropped off at another stop through a written note that must be signed by a principal or person in charge.
- The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

- A student who knowingly vandalizes, defaces or otherwise damages a school bus may be referred to legal authorities for “institutional vandalism” and prosecuted accordingly. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

## **TRANSPORTATION BETWEEN DISTRICT CAMPUSES**

During special events such as assemblies, field days, music concert practices, etc. students may be transported via district school busses from Pevely Elementary to another district campus. Parent permission slips will not be required for these events. Pevely Elementary and its staff will attempt to notify parents via class newsletters, flyers, social media, etc. prior to the event(s).

In the event of an emergency, it is possible that students may be transported to a different Dunklin R-5 campus for student safety. Notification to parents will be made through the district's Alert Now phone system and social media once students safety is ensured.

## **ADDRESS, EMAIL, AND PHONE NUMBER CHANGES**

It is very important that we have a current home address, parent/guardian personal email address and phone number for each student. Information on parent's place of employment and phone number is needed for contact purposes as well. If this information changes during the school year, please request a change form be sent home or call the office secretary. Parents must also provide two emergency contacts with telephone numbers which are currently in service. It is important that these numbers are kept updated as well in the event of an emergency.

## **PARENT PORTAL**

Parents who would like electronic access to their child's information can do so via parent portal. Parent portal provides parents access to their child's grades, lunch account, schedule, etc. If you are interested in creating a parent portal see your student's building secretary to get the required access code.

**COURT DOCUMENTATIONS-** (Custodies, Guardianships, Marital Changes, etc.)

Please keep the school aware of any changes in guardianship, parental rights, etc. This is especially necessary in cases of divorce. Your child can be released to either parent or a listed guardian unless we are notified otherwise through court documentation.

## **Visitation Schedules**

Visitation schedules and parenting plans are agreements between parents and are not binding on the district. The district will release a student to either parent in accordance with Board policy unless otherwise directed by a valid court order.

## **COURT APPEARANCES**

The district discourages parents from involving district staff in disputes over custody, visitation schedules, child support and other such issues. Staff members must stay focused on providing students an education. To do so, they must maintain good relationships with both parents and should not be asked to support one (1) parent over another. District employees will not testify or otherwise participate in a custody dispute in their capacities as district employees unless served with a subpoena. Often, student records can provide the same information as the testimony of a staff member, and parents have access to student records by law. Parents are encouraged to use records rather than staff testimony in resolving disputes over their child.

## **STUDENT RECORDS**

A parent will have access to all records and information pertaining to his or her child unless that parent has been denied custody or visitation rights. The district will provide access to all such records unless a court order showing the denial of legal custody or visitation is provided to the district. A court may also order that such records not include the address of the custodial parent or child. A copy of any court order received by the district pertaining to a student will be forwarded to the principal of the building where the student attends.

## **CHILD CUSTODY & LEGAL MATTERS**

Please provide the most recent parenting plan and/or legal orders. The school will follow the last documented legal orders placed on file in the school. We ask that you also provide any of the following information in relation to custody/legal matters:

- Schedule for custody and visitation
- Any visitation restrictions
- Manner in which health and education decisions will be made.

## **RESTRAINING ORDER**

Please provide the school with any restraining orders that retain to the students in our school building. The school is not responsible for upholding any restraining orders that are in place that are not directly in relation to the student.

## **CHILD ABUSE**

Missouri law requires that school personnel report suspected incidents of child abuse and/or neglect to responsible agencies. Such reports would include cases of suspected physical, emotional, medical or educational neglect.

## **CLOSED CAMPUS**

To keep all children safe, only students are allowed beyond the main office and front foyer area before school, during school, or after school. All visitors must be buzzed into the building and immediately report to the office. Once at the office, visitors must display a photo ID and provide valid reason for the visit before gaining further access to the building. If access is granted, a visitor tag will be assigned to be displayed on the visitor. The visitor must wear this badge at all times.

## **VISITORS TO THE BUILDING**

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc). Visitors will limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Please note that the exterior doors are locked during the school day. All visitors (including parents) must enter the building using the front doors via the buzzer system and report to the office. If a visitor needs to enter the building farther than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff. Visitors entering the school beyond the office must receive a printed ID sticker that must be worn and visible during the entire stay.

Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

## **VISITING FOR LUNCH**

In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office one day in advance. Bringing outside restaurant food is strongly discouraged. In the event outside food is brought in, parents and their child will have to eat in a designated area outside of the school cafeteria.

## **VISITING A CLASSROOM**

In order to protect instructional time and limit class disruptions, parents **will not** be permitted to visit or drop items off in classrooms during the school day unless prior arrangements have been made in advance with the classroom teacher.

## **VISITING ANIMALS**

Due to allergies, asthma or other health related concerns, animals of any kind are not permitted on school property, except for approved service animals. Emotional support, therapy, comfort and companion animals are not service animals under the ADA.

## **DISRUPTIVE CONDUCT**

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times.



## **AFTER SCHOOL EVENTS/FIELD TRIPS**

In order to attend school sponsored events, students must be present all day at school the day of the event. Students serving OSS(out of school suspension) are not eligible to attend until their return date.

### Field Trips:

Field trips are an encouraged part of our curriculum. The following guidelines and regulations are in place for whenever a field trip occurs.

- Each grade level class is permitted one field trip per year.
- Students making trips sponsored by the school **must travel** by school transportation. Students who are taken to a school sponsored activity on school transportation **shall also return** by the same transportation. Only exceptions to this rule will be granted to parents who are attending the activity and wish their child to return with them. Students will not be allowed to return with other students or adults even though they may have written permission to do so. **No additional children will be permitted to attend the event (including: siblings, preschool aged students, students from other district or non-district buildings, etc.)**
- Currently, the only money collected from children is for any entrance fee. If lunches are provided by the cafeteria, students will incur the same expense as if they were eating at school.
- Each child must have a permission slip signed by the parent/guardian before going on a trip. No student will be permitted to go on a field trip without the signed permission slip.
- It is up to the teacher/grade level teachers how many parents are allowed to attend and how they are selected. Some places have limited spacing.
- The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges.
- Visits to gift shops are not allowed during field trips.
- Students assigned to In School Suspension or Out of School Suspension on the day of the field trip will not be permitted to go.

## **BREAKFAST & LUNCH PROGRAM**

The cafeteria is a place where good human relations can be developed. Each student is expected to practice good table manners and good eating habits. In order that lunch time be a relaxing and wholesome part of the school day, the following measures shall be in effect:

- Students will be directed to their seats.
- Students must remain seated while eating, unless they raise their hands to ask permission to leave the table.
- Running and other boisterous behavior will not be permitted in the cafeteria.
- Students are to put trash and other items in the proper places and containers.
- Lunches from fast food restaurants are not permitted in the cafeteria. Parents that choose to bring fast food and have lunch with their student will have to do so in another area of seating than the cafeteria.

A school lunch menu and calendar of events (see back of the menu) is provided monthly by Pevely Elementary.

### **Free breakfast is available to every student at Pevely Elementary.**

Students may bring or buy their lunches. Free or reduced lunches are available to families who live under certain economic restraints. Anyone seeking free or reduced lunches must apply for these each school year.

Our district utilizes a computerized accounting system. Parents are encouraged to send in the proper amount of money to cover their child's lunches on a weekly basis. This amount will be credited to your child's account, then taken out as used.

Lunch prices for students is \$2.40. In no case will debts for lunches be extended beyond \$12.50 except for extreme hardship cases. Questions in relation to lunch accounts can be made by calling the food service phone at 636-479-5200 ext. 1015.

## **COMMUNICATION IN THE DISTRICT**

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Building Administrator or Department Director
3. Assistant Superintendent
4. Superintendent
5. Board of Education

\*Most questions can be answered at the building level with the teacher or administrator.

## **MEETING WITH AN ADMINISTRATOR**

If parents need to speak face to face with an administrator we ask that you schedule an appointment through the office secretary. It is difficult for administration to meet face to face on last minute arrivals in the office as they many times have other commitments already scheduled. We would like to respect students, staff, and parents time by being able to stick to our scheduled appointments. An appointment can be made with an administrator through the office secretaries. If you need a quicker response it may be better to email or call a building administrator. Please allow at least 24 hours for an administrator to respond.

## **CARE OF SCHOOL PROPERTY**

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the district. Students who deface, damage or lose school property shall be required to pay for the damage or loss. All textbooks and instructional resources (including student planners) are furnished by the school and are the student's responsibility. The school is not responsible for textbooks or resources that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost. The teacher and student will note condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher.

Textbooks are numbered and students must return the same textbook they were issued at the beginning of the school year. If a book is damaged, the student will be assessed the cost of repair or replacement of the text. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by school on a case-by-case basis. Students' desks are the property of the school district and may be searched if needed. School officials also have the right to search personal property (backpack, purse, etc.) if they believe a student has an inappropriate item.

## **EMERGENCY DRILLS**

Students will be informed of the appropriate action to take in an emergency. Drills for fire, severe weather, earthquake, intruder, and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities, and fire protection districts. Pevely Elementary will conduct at least two fire drills a year, one earthquake drill per year and two tornado drills per year (one per semester). Students in grades K-5 will participate in two bus evacuation drills per year (one per semester). Intruder drills will occur at least once a year with others determined by the district school resource officer. Other drills will be scheduled as needed through the appropriate emergency personnel.

## **LOST AND FOUND**

Students often leave items in the building, on the playground, and at the bus stop. These items are collected and taken to the Lost and Found display. Students and parents are encouraged to check this area if an item is lost. Items are displayed during our Fall and Spring conferences. Items not taken after conferences will be disposed of. It is most helpful if you place your child's name on his or her belongings.

## **MONEY**

Students should not bring large sums of money to school. Students are not allowed to exchange money or buy items from other students. Any money sent with the student is the responsibility of the student. The school will not be responsible for refunding any lost or stolen money. We are unable to cash checks, so please do not send checks with your child for anything other than lunch/breakfast program.

## **INAPPROPRIATE ITEMS**

Only normal school supplies should be brought to school, unless you receive a note from your child's teacher concerning a special activity. Unless permitted by a school official, toys, fidget spinners, fidget cubes, balls, game systems, make-up, radios, all types of trading cards, cell phones, MP3 players, tablets, electronic music devices, etc. are not to be brought to school. Any inappropriate items brought to school may be confiscated by a staff member. **The school is not responsible for any item of this manner that are lost or stolen.**

## **CELL PHONES**

Students are not permitted to have cellphones in class. Students with cellphones must turn them off or silent their cell phones and place them in their bookbag before entering the school building. Students may not keep their phone on them in any fashion. Ex: Student placing their phone in their pocket. **The school or its staff will not be responsible for any damage, lost, or stolen cellphones. They are the sole responsibility of the student.**

Students who have cell phones out without permission will be subject to the following consequences.

*1st offense:* Cell phone taken by the staff member and returned to the student at the end of the school day. Parent may be contacted.

*Subsequent offenses:* Cell phone will be confiscated and turned into administration. Parents will have to come to the school to pick up their child's cell phone.

## **FRAGRANCE ITEMS**

Due to allergies of students and adults, we ask that students do not bring spray or lotion fragrances to school.

The student will be asked to put the item away and not bring it back. If the item arrives a 2nd time or becomes a disruption the first time, the teacher will take the item from the student.

## **RECESS**

Recess provides opportunity during the day for students to learn and practice interpersonal skills. Please do not send notes requesting your child stay in at recess unless he/she has been ill. A student returning to school after recovering from an illness should generally not need to stay in more than one day. If your child will need to stay in from recess more than two days, you will need to provide a note from the child's doctor stating the reason the child should not go outside and the number of days the child should stay inside.

## **REPORT CARDS AND PARENT TEACHER CONFERENCES**

Report cards are sent to parents on a quarterly basis. Conferences related to the progress of the students are encouraged throughout the school year by phone and/or note. One day is set aside at the end of 1st and 3rd quarters for Parent-Teacher Conferences. Additional conferences may be held during the school year at the request of the teacher or parent. Parents are encouraged to contact the teacher frequently to monitor their child's school performance.

## **TEACHER REQUESTS FOR THE 2019-2020 SCHOOL YEAR**

The window for making teacher requests for the 2019-2020 school year will begin Wednesday April 17, 2019 and end on May 3, 2019 at 4:00PM. Parents making a request will have to come to the Pevely office and ask for a teacher request form. The form must be turned into the office in person by the parent. Requests forms will not be accepted any other way. Once completed, the form will be signed and time stamped by the office. If accepted, the requests will go in the order they are received.

On the request form, parents must provide 2 choices for placement, as well as, provide a valid educational reason for the desired placement. Filling out the form does not guarantee placement in either room but will be considered when creating rosters.

Any requests after 4:00 PM **May 3, 2019** will **NOT** be accepted as roster development will begin.

## **PROMOTION AND RETENTION**

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work. However, a student may be retained when his/her level of academic achievement would not allow satisfactory progress in the next grade. It is important that teachers and parents keep in close communication with each other for the purpose of sharing and discussing academic progress throughout the year. While a retention committee consisting of teachers, counselors, reading specialists, and the principal will make a recommendation regarding retention, conferences will be conducted at the request of the parent to discuss and review the decision.

## **PARTIES**

The elementary schools conduct three parties for the children during the school year. They are Fall, Winter, and Valentine's Day. These parties are held in Kindergarten through grade 5. If school is canceled on the day of a party, it will be up to the building principal to determine a suitable make-up date if necessary. Parents sending treats for these parties are to send pre-packaged items for our children's safety.

## **BIRTHDAY & HOLIDAY CLASS TREATS**

Students may bring treats to share with their classmates to celebrate birthdays or other special occasions. Parents are to make pre-arrangement with teachers when treats are going to be brought in by the student. Due to health reasons, the treats may not be homemade. Only commercially packaged treats may be shared.

If parents decide to bring the treats to the school instead of sending them with the student please buzz in and drop them off in the office. Parents will not be permitted to disrupt instruction time to visit the classroom and deliver the treats unless arrangements had already been made with the classroom teacher.

## **BIRTHDAY PARTY INVITATIONS**

If you are having a birthday party for your child, please mail the invitations, phone parents, or use an electronic method unless you are inviting the whole class. This request is to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. If you are providing invitations for all the students in the classroom please make prior arrangements with the classroom teacher. Invitations can not be handed out during recess, lunch, school bus, etc where other students from other classes are present.



## **DELIVERIES TO SCHOOL**

Delivery of flowers, balloons or other gift items to school is discouraged due to student allergies, limited storage and disruption to the education environment. All items will be held in the office until the end of the day, or parents/guardians may be contacted to pick them up if deemed appropriate. Students with these types of items will not be permitted to ride the school bus with the items.

Personal items needed during the school day must be dropped off by a parent/guardian, adult household member or person authorized by the parent/guardian. Deliveries of commercially prepared food by individuals other than a parent/guardian or person authorized by the parent/guardian are not permitted. If commercially prepared food is delivered to a student by the parent/guardian or person authorized by the parent/guardian, the student will consume the food in an area designated by a building administrator or designee.

## HEALTH SERVICES

Pevely Elementary keeps a licensed nurse on staff during the school day for student medical needs.

### ACCIDENTS

If a minor accident occurs at school, first aid will be administered. Parents will be notified of more serious accidents via phone. Parents will be notified via nurse note for minor injuries. Parents will also be notified via phone if their child has a fever or has become ill at school. Please do not send your child to school if you know that morning he or she has a fever or is ill.

### ILLNESS

Students who become ill during the school day and exhibit symptoms such as vomiting, diarrhea, or a temperature of 100 or above will be sent home. Students must be vomit, diarrhea, and fever free for 24 hours before returning to school.

### MEDICATION

Whenever possible, medications should be taken at home rather than school. However, if a student is required to take prescription medications during school hours, the following procedures are to be used:

- The prescription medication is to be brought to the building office (not the Nurse office) by a parent or guardian, not by a student. The office secretary will call for the nurse to meet the parent in the office.
- When medication is to be administered by school officials, the medicine **must** be in the original container with a label affixed by a pharmacy with the physician's name, the student's name, and the name and dosage of medication.
- A note from the parent must accompany all medications stating:
  - a. The reason for taking the medication
  - b. Name and dosage of the medication
  - c. Date(s) and time(s) to be administered.
- Medications will be administered at the prescribed time in the Nurse's office. Should the nurse not be available, the medication will be administered by the office staff.

- The parent of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication. All medication must be transported to and from school by an adult. No medication is permitted on district school buses.

## HEAD LICE

Head checks for lice are done periodically during the school year. If your child is found to have head lice, you will be expected to transport your child home. The child can not be transported by staff or school bus in this event. The child should be treated with lice removal shampoo or oil and all eggs(nits) must be removed from the hair. Before the child is allowed to return to school or ride the bus, you must bring the child to the Nurse's office to have his/her head checked. Please also bring the bottle of treatment used and a note indicating the child was treated. Should lice or nits still be present, your child will be sent home for further treatment. Frequent treatment of head lice is often necessary until all nits are removed. With continued cooperation from parents, we hope to keep head lice to a minimum.

## SCREENINGS

Screenings are done on all new students as soon as possible and at counselor, teacher, and/or parent request anytime during the school year. Parent notification with referral is made when appropriate.

*Dental screening-* During kindergarten enrollment and start of kindergarten year.

*Vision screening-* New students, first, and third grade.

*Hearing screening-* New students and kindergarten

*Scoliosis screening-* Sixth grade

## **DRESS STANDARDS**

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

- Dress and grooming will not disrupt the educational environment.
- Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- All students must wear shoes, boots or other types of footwear. However, students are not to wear heel taps or other hardware on the bottom of their shoes while attending school.
  - Tennis shoes are most appropriate for stability and safety and MUST be worn on PE days. Tennis shoes with rollers are not permitted.
- Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
- Students are not to wear hats or caps in the school buildings.
  - This will only be allowed on special occasions and when earned as a reward.
- Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

We ask that the parents not allow students to come to school with vulgar, violent or provocative writing, pictures, symbols, or sayings on their garments. Students should not wear shirts to school which have large cut-out arm holes, those which expose their midriff, or those which have no straps. The shorts and skirts worn to school should be of reasonable length. If an item is unacceptable, parents will be contacted.

Other dress standards set at Pevely Elementary include:

- Tank tops are not appropriate for students.
- Coats and other essential items such as gloves and hats are needed to attend recess during the winter season.
- Chains may not be worn.
- Hoods on hoodies are not allowed to be worn inside the school building.
- Pants and shorts must be worn at the waist and not sagging.
- Students may not wear articles of clothing that advertise alcohol or tobacco.

We request your cooperation in seeing that your child is appropriately dressed for school each day.

## **PROGRAMS AND ORGANIZATIONS**

### **PARENT ORGANIZATIONS**

Pevely Elementary has a parent organization known as "The Lil'Cat Club" that provides an important link between home and school. This organization sponsor a number of activities to improve and support education and build school community. All parents are encouraged to join and support this school- parent organization. For more information, please contact your child's school or email [lilcatclub@gmail.com](mailto:lilcatclub@gmail.com)

### **LEADER IN ME**

The Leader in Me empowers people to make positive, effective, and responsible choices by introducing and reinforcing the 7 Habits, a set of leadership and life skills from Stephen Covey's book *The 7 Habits of Highly Effective People*. Through the teaching of the 7 habits, our staff is working together with students to create a school that maintains the dignity of children through productive interactions while fostering positive relationships with parents and other community members.

Education of children's mind, heart, body, and spirit.

#### 7 Habits:

Habit 1: Be Proactive

Habit 2: Begin With the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

# PBIS at Pevely Elementary

<p style="text-align: center;"><b><u>What is PBIS?</u></b></p> <p>School-wide Positive Behavior Interventions and Support is a system that is developed by a school to improve student behavior and thus improve learning. It is used:</p> <ol style="list-style-type: none"> <li>1. With all students who attend Pevely.</li> <li>2. Across all learning environments such as (classroom, lunchroom, hallway, playground, etc.)</li> <li>3. To help create an effective learning environment.</li> </ol> <p style="text-align: center;"><b><u>Why does a school choose PBIS?</u></b></p> <p>Pevely Elementary adopted the frameworks of PBIS to better support positive behaviors. The idea of rewarding students for positive behavior, the use of common language and expectations throughout the building, reteaching of expectations and student reflection are all key components to encourage appropriate behavior.</p>	<p style="text-align: center;"><b><u>3 Steps to PBIS</u></b></p> <p><b><i>Step 1: Identify and teach expected behavior.</i></b></p> <p>At Pevely, we have identified four expectations for all school environments. Those expectations are:</p> <ol style="list-style-type: none"> <li>1. Participate Safely</li> <li>2. Act Respectfully</li> <li>3. Work Responsibly</li> <li>4. Show Kindness</li> </ol> <p>These expectations are referred to as the 4 PAWS to students.</p> <p>We have posted these expectations throughout the building for students to see at various locations they encounter throughout the day. The posters serve as a reminder of the expectations of that area and can be used for reteaching if necessary by a staff member.</p> <p><b><i>Step 2: Positively reinforce and acknowledge expected behaviors.</i></b></p> <p>At Pevely, we want to acknowledge students who meet the school wide expectations. Staff will identify their success with positive reinforcement and acknowledgement through various items such as pawsome tickets, class paws, and bravo blackat awards.</p>	<p><b><i>Step 3: Responding to incidents of misbehavior.</i></b></p> <p>In addition to teaching and rewarding positive behaviors, we will use various tools and strategies when misbehaviors occur. All possible strategies can not be listed but here are several used here at Pevely.</p> <ol style="list-style-type: none"> <li>1. Student given a friendly reminder of expectation.</li> <li>2. Student is given a warning and the teacher re-teaches the expectation.</li> <li>3. Student is asked to take an "in class" time out.</li> <li>4. Student will reflect and complete a think sheet.</li> <li>5. Student will practice the expected behavior.</li> <li>6. Student completes "think laps" to reflect on their behavior prior to playing.</li> <li>7. Student is sent to a "Buddy Classroom."</li> <li>8. Student is referred to student support center for reteaching or time out.</li> </ol>
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## **DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and 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 Dunklin R-5 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 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 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 be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **IMPACT ON GRADES**

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

### **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.

***Academic Dishonesty*** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense: Detention, in-school suspension, 10-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 10-180 days out-of-school suspension or expulsion. Restitution if appropriate.

### **Assault**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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

Subsequent Offense: In-school suspension, 10-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent  
Offense:           Expulsion.

***Automobile/Vehicle Misuse (see policy ECD)*** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First  
Offense:           After-school detention or revocation of parking privileges, notification of parents.

Subsequent  
Offense:           Suspension of student (length to be determined by the building administrator based on the incident) or revocation of parking privileges, parents notified.

***Bullying and Cyberbullying (see Board policy JFCF)*** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or 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.

First  
Offense:           Detention, in-school suspension, or 1-180 days out-of-school suspension.

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

**Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

First  
Offense: Nullification of forged document.  
Principal/Student conference, after-school  
detention.

Subsequent  
Offense: Nullification of forged document. Detention,  
in-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First  
Offense: Principal/Student conference, parents  
contacted, detention, in-school suspension,  
or 1-180 days out-of-school suspension.

Subsequent  
Offense: Detention, in-school suspension, 1-180 days  
out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First In-school suspension or 10-180 days  
Offense: out-of-school suspension.

Subsequent 11-180 days out-of-school suspension  
Offense: or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First 10-180 days out-of-school suspension  
Offense: or expulsion.

Subsequent 11-180 days out-of-school suspension  
Offense: or expulsion.

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First  
Offense: Restitution. Principal/Student conference,  
detention, or in-school suspension.

Subsequent  
Offense: Restitution. Detention or in-school  
suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First  
Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent  
Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First  
Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

**Fighting (see also "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First  
Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

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



**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.

First Offense: Confiscation of gambling paraphernalia. In-school or out-of school suspension, parent contact, loss of privileges and possible referral to civil authorities.

Subsequent Offense: Confiscation of gambling paraphernalia. Loss of privileges, out-of-school suspension, parent contact and referral to civil authorities.

**Gang-Related Activity** – As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity.

First Offense: 1 day in-school suspension to 3 days out-of-school suspension

Subsequent Offense: 1-10 days out-of-school suspension, possible recommendation to the Board of Education for expulsion.

***Harassment, including Sexual Harassment (see Board policy AC)***

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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.

**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.

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

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

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

**Leaving School Grounds** – Leaving school grounds during the school day without permission.

First Offense: Principal/Student conference, parents contacted, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention, 3-10 days in-school suspension or 1-180 days out-of-school suspension.

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

**Public Display of Affection** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

***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.

First Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

***Sexual Activity*** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Tardies**

On the 4th tardy per quarter:

Fourth  
Tardy: After-school detention.

Tardies 5-7: After-school detention or in-school suspension.

Subsequent  
Tardies: Saturday detention or in-school suspension.

## **Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)**

1. 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.

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

Subsequent  
Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First  
Offense: Confiscation, principal/student conference, detention, or in-school suspension.

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

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

First  
Offense: Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent  
Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

**Theft** – Theft, attempted theft or knowing possession of stolen property.

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

Subsequent Offense: Return of or restitution for property. 10-180 days out-of-school suspension or expulsion.

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

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

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



## **Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

	Confiscation of tobacco product.
First Offense:	Principal/Student conference, detention, or in-school or out-of-school suspension.

	Confiscation of tobacco product.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

	Confiscation of tobacco product.
First Offense:	Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

	Confiscation of tobacco product.
Subsequent Offense:	In-school suspension or 1-10 days out-of-school suspension.

**Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, parents contacted, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention, 3-10 days in-school suspension, or 1-180 days out-of-school suspension, and removal from extracurricular activities.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 10-180 days out-of-school suspension, or expulsion.

**Weapons (see Board policy JFCJ)**

1. 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.

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

Subsequent Offense: 10-180 days out-of-school suspension or expulsion.

2. 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).

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: 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.

\* Refusal by the student or parent to serve after school detention (ASD) time or Saturday detention will result in the student’s suspension from school for the number of days the student was to serve school detention.

**EXCEPTIONS** – Exceptions to the Discipline Policy involving violations and penalties will be considered in the case of special education students, particularly those students who are assigned to classes due to behavioral problems. Please refer to policy JGE, Discipline of Students with Disabilities.

***Bullying*** – For purposes of this policy, bullying is defined as 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; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.