

**This Student Planner belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Locker #** \_\_\_\_\_

**ALWAYS KEEP THIS PLANNER WITH YOU**

Note: (This page is on the back of the front page)

# Senn-Thomas Middle School

200 Senn-Thomas Drive  
Herculaneum, MO 63048  
Telephone: 636-479-5200  
Fax: 636-479-7219  
www.dunklin.k12.mo.us

2018-2019

Dear Parents/Guardians:

Welcome to Senn-Thomas Middle School. We are excited and pleased to begin this new year with you and your student. Should you ever need anything, please do not hesitate to call, email, or stop by the office. Our goal this year is for your student to be successful. Each student's success may look different because each student is unique and special. We look forward to working together throughout this school year and beyond.

This handbook is meant to help your student develop and cultivate organizational skills needed here at Senn-Thomas and beyond. This book also contains information that will be helpful to you ranging from discipline expectations to student attendance policy and opportunities for parents/guardians to chaperone events. This handbook will also be used as your student's hall pass. Each student will be issued one free handbook. Should a student need a replacement, it will cost \$5.00. Please read through this book and let us know if you have any questions.

We cherish the time your student will spend at Senn-Thomas Middle School, and we want to make the years here successful and productive. As a team, we will work together to ensure your student is prepared for years beyond Senn-Thomas Middle School.

Thank you,

Tracy Lewis, STMS Principal  
Alice Menne, STMS Assistant Principal

Superintendent  
Assistant Superintendent  
Board Member  
Student Representative

Stan Stratton  
Dr. Clint Freeman  
Cheryl Aylesworth  
Susan Hartmann  
Tammy Heidland – Vice President  
Michael Hicks  
Jim Kasten  
John Maddox  
Dawn Warner - President  
Emily Schultz



## Dunklin R-5 School District Mission

“Educating today for a better tomorrow.”

### THE BLACKCAT WAY

In Dunklin R-5, we strive for excellence in academics and character.  
We celebrate and honor each other with integrity, respect and compassion.  
We give our best and take responsibility for our actions.  
This is “The Blackcat Way” even when no one is watching!

### SCHOOL CALENDAR

Dates in the following calendar may be changed if such is necessary to schedule makeup days, for days lost to emergency school closing, in order to meet minimum number of student instructional days required by state law.

August 13, 14, & 15	Teacher In-Service
August 14	Open House 5:30 – 8:00 PM
August 16	1 <sup>st</sup> Day of Classes
August 31	Early Dismissal - Noon
September 3	No School – Labor Day
September 24	No School – PDC
October 12	End of 1 <sup>st</sup> Quarter
October 19	No School – PDC
November 1	No School - Parent/Teacher Conference 1-8 PM
November 2	No School
November 21, 22 & 23	No School – Thanksgiving Break
November 26	No School - PDC
December 21	Early Dismissal / End of 2 <sup>nd</sup> Quarter
December 24 through	January 3 – No School/Winter Break
January 4	No School - PDC
January 21	No School – Martin Luther King Day
February 18	No School – President’s Day
February 19	No School – PDC
March 8	End of 3 <sup>rd</sup> Quarter
March 14	No School – Parent/Teacher Conference 1-8 PM
March 15	No School
April 19, 22	No School – Spring Break
April 23	No School – PDC
May 16	<i>Tentative</i> Last Day/Early Dismissal – Noon
May 17, 20, 21, 22, 23, 24	Inclement Weather Make Up Days

### SCHOOL CANCELLATIONS

In the event of inclement weather, our district uses the “Alert Now” system. Please be sure to have current phone numbers on file. Area news agencies are also alerted.

**This page will be a PDF of the district 2018-2019 Calendar**

## **MIDDLE SCHOOL OBJECTIVE**

The objective of the middle school is to provide a smooth transition between elementary and the high school. It must take place gradually and prepare the student to assume increased activities and social life in high school. The objective will be achieved by providing a program that will permit the student to explore and obtain varied experiences.

## **ARRIVING AT SCHOOL**

**Due to safety and supervision, it is recommended that students do not arrive at school prior to 7:00 AM.** Upon arrival, students may go to either the cafeteria for a full breakfast and stay in the cafeteria or pick up a grab and go breakfast from the cart in the main building lobby and go directly to the gym. Students in the gym will sit with their grade level only and will be supervised by an adult assigned to their grade level. All students will remain in either the cafeteria or the gym until the 7:25 AM bell rings.

## **DISMISSAL**

**Senn-Thomas Middle School dismisses at 2:30 P.M.** Parent pick up or walkers dismiss after buses depart. Parent pick up students and walkers will be dismissed from the Southeast end of the building **AFTER** buses leave the parking lot.

## **VISITORS TO SCHOOL**

We take the responsibility of offering a safe learning environment for our students seriously. **We request that all visitors/guests to the school, for any reason, report to the office for a visitor's pass.** Visitors who go into the building (classrooms, etc.) without having checked into the office will be asked to return to the office or leave. All doors will be locked and secured during the school day. Everyone must be buzzed in through the security camera in order to enter the building. Children are not to bring relatives, friends, etc. to visit during school hours. Parents that wish to visit their child's classroom are strongly encouraged to make arrangements in advance.

## **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles that are hazardous to the safety of others, or that may interfere in some way with school procedures or that may become lost or stolen. Dunklin R-5 is not responsible for any lost, stolen, or damaged items. The following is a list of items which we recommend students leave at home, however, as we progress through the year, there may be additional items added to this list: electronic devices, skateboards, scooters, fidgets, baseball bats, weapons in any shape or form, toy weapons, large amounts of money, body sprays, perfumes, colognes, and power drinks.

## **MONEY**

Students have no need for large amounts of money at school; we suggest students only bring the amount of money needed for lunch and activities of that day. We are unable to cash checks or make change in the office.

## **PARENT-TEACHER CONFERENCES**

All teachers have preparation periods, which may also be used for conferences. All teacher prep times are in the morning. Parents wishing to arrange a parent-teacher conference should call or email the teacher to make an appointment. Bi-annual Parent Teacher Conferences are scheduled at the end of first and third quarter. The 3<sup>rd</sup> quarter conferences are led by the students.

## **TELEPHONE/CELL PHONE**

Students are to use the telephone in the office with staff permission for the following reasons only:

- a. The nurse requests a parent be called.
- b. Cancellation of an activity.
- c. An unforeseen emergency, as determined by the building principal.

In the event a student receives a call, they will be called out of class. Cell phones should be turned off (**unless otherwise directed by a staff member**) and kept out of sight during the school day. Students caught using cell phones during the school day will be disciplined. All phone calls home should be made in the office. No student should call home without permission from a school staff member for any reason. Students who do not follow these expectations are subject to school discipline.

## 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 instrumental 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 days' worth of time lost.

### Absence Reporting Procedures:

- A parent/guardian should notify the school office before 9:00 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 the 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 a parent/guardian by office phone call, email, or a Parent Portal message.
- Parent/Guardian communication regarding any absence will be noted in the comments portion of Infinite Campus for that corresponding day.

**Unexcused & Excused Absences, Tardies and Early Pick-Ups:** All absences, tardies, and early pick-ups will be coded as unexcused. No absence will be considered excused; absent is absent. A verified absence/tardy/early pick-up is reserved for properly documented personal illness, scheduled and documented medical/dental appointments, funeral services, court dates, and 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 education neglect or truancy is present. School sponsored time out of school such as field trips will be recorded accordingly and will not count against your child's attendance rate.

**Documentation:** In order to verify an absence, proper documentation must be received from a medical professional, funeral service provider, court, etc. Once proper documentation is received, it will be recorded in Infinite Campus. 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 and noted accordingly. Please be aware that "verified absences" still count against the student's attendance rate. Informal notes from parent/guardian will be recorded in Infinite Campus for the corresponding absence, but will not count as verifiable documentation. Documentation discovered to be unauthentic or altered will cause all absences for the remainder of the year to be automatically recorded as unexcused. If concerns are raised due to excessive absences, the school district has the responsibility to address the concern with the parent/guardian.

Acceptable Documentation	Documentation Requirements
Medical Documentation	Must 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 an official letterhead, and any limitations on student once they return to school and duration of the limitations. 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 "unexcused."
Funeral Documentation	Should be on provider's letterhead with date and time of service. Additional accepted forms of documentation are subject to administrator's approval. This may include: copy of obituary or bereavement card.
Court Documentation	Should include date and time of hearing/appointment and signature of juvenile officer, judge, or other official of the court.
Religious Exemption	A written request by parent/guardian must be submitted at least 3 days prior of the religious holiday to be reviewed and approved by administration.

**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. The Dunklin R-5 School District works on a regular basis with state and 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 will be expected to make up all work regardless of an absence being verified or unexcused. It is the student's responsibility to obtain missed information and assignments due to an absence. Students have 2 days 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 9:00 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 arriving more than 25 minutes late to class or missing more than 25 minutes of a class due to an early release will be considered absent from that class. Absence policies pertain to tardies and early releases, as well. 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. **A tardy is defined as "not being in your normally assigned place in the classroom and ready to begin work when the tardy bell rings."**

- Students are allowed 4 minutes for passage between classes.
- Tardies are on a per quarter basis.
- Students are allowed three (3) unexcused tardies per quarter.
- The student's third (3) unexcused tardy will result in written documentation to administration.
- Tardies four (4) through seven (7) will result in lunch detention or after school detention (ASD).
- Additional tardies will result in further discipline including In School Suspension (ISS).

**Incentives:** Student rewards, activities, and field trips using attendance as a requirement take place throughout the year.

**Interventions:** Students shall be allowed no more than 16 cumulative days of absences (8 absences per semester) of school per year. Missing any more time than this puts your child under the 90% 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 16 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 will receive a letter informing parents of the attendance policy from the School Liaison Counselor.
4 <sup>th</sup> Day of Absence	A first notification will be made. At the 4 <sup>th</sup> day of absence, a notification will be made via letter or email.
6 <sup>th</sup> Day of Absence	A second (2) 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.
8 <sup>th</sup> Day of Absence	A third (3) notification 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 <sup>th</sup> – 16 <sup>th</sup> 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).

**Make-Up Time:** Any student may reduce accrued absences by attending make-up study scheduled by the building principal during non-instructional times such as before or after school detention or tutoring time or Saturday School. Students must sign up in the office at least 24 hours prior and inform the secretary of their intention to attend for the goal of retaining minutes lost. Make-up sessions do not match the educational value of actual class attendance. Therefore, if it appears a student is misusing the make-up times in place of attending actual class, the opportunity will be forfeited. Students with missing assignments or failing grades will be required to complete assignments or attend mandatory tutoring during advisory time.

**Credits and Attendance:** A student is allowed no more than 8 absences per class period per semester. Letters notifying parents and students begin at 4 absences. On the 9<sup>th</sup> absence in any one class, the student's credit for that class will be

suspended and a letter will inform of failure to earn credit for the corresponding class(es). Students who exceed the 8 day regulation and wish to gain an attendance requirement waiver should refer to the following appeal options:

**Attendance Contract:**

1. The student can request an Attendance Contract.
2. The Attendance Contract is a commitment from the student that he or she will not have more than 5 absences during the next semester in any class regardless of the reason.
3. Severe extenuating circumstances such as the death of an immediate family member or extended hospitalization of the student may be subject to administrative review.
4. Successful completion of the contract will allow the student to receive credit lost during the previous semester.

**To successfully complete the Attendance Contract the STUDENT MUST:**

1. Apply within 5 school days after notification of “NC” status.
2. Successfully fulfill the requirements of the Attendance Contract.
3. Submit the completed contract to principal on the date indicated on the Attendance Contract.

**Mandatory Summer School:** Attendance is vital for students and their studies. Students who are not in class tend to struggle more with classroom concepts and objectives thus affecting their grades. Students with suspended credits due to attendance issues may have the opportunity to earn back their credit by attending mandatory summer school. If absenteeism issues continue throughout the mandatory summer school session, students may be retained.

**Attendance Review Committee:** The student can request an appeal for credit eligibility to an attendance review committee that is compiled of at least one teacher, counselor and administrator who review the specific conditions relating to each individual’s attendance record. The committee takes into consideration extenuating circumstance when deciding what actions to take in regard to credits. The attendance review committee has the right to permanently revoke credit or temporarily suspend the student’s credit, regardless of what grade the student had in the class previous to its being withheld. If the credit is suspended, the committee will outline what requirements that the student will have in order to recoup the credit.

- On the 9<sup>th</sup> absence the attendance review committee for the building will review record for that year to determine what actions should be taken.
- Students who fail to earn credit will receive a grade of NC, unless the student was failing the course, in which the grade will be an F.
- Students or parents may appeal failure to earn credit by the date specified in the notification letter.

**LEAVING SCHOOL WITH PARENT**

It may be necessary for a student to leave early from school due to illness or doctor appointment. A parent/guardian must come to the office, show proper identification and sign the student out. Frequent late arrivals to school and/or early departures from school can impact PAWS for Excellence eligibility.

**GRADING**

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

LETTER GRADE	PERCENTAGE
A	96-100
A-	90-95
B+	88-89
B	85-87
B.	80-84
C+	78-79
C	75-77
C.	70-74
D+	68-69
D	65-67
D.	60-64
F	0-59

(PASS/FAIL - in some cases)

**REPORT CARDS**

Report cards are issued every 9 weeks; progress reports are issued at mid quarter. An Incomplete is given only in those cases of illness or emergency or by pre-arrangement because of unusual time constraints.

## **STUDENT EXPECTATIONS**

1. **Quality of Work:** All students are expected to complete assigned lessons including homework and missed assignments.
2. **School Rules:** All students are expected to conform to school rules and regulations and accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility.
3. **Relation to Others:** Students are expected to practice good citizenship, particularly by respecting the rights, privileges and property of others.
4. **Attendance:** Students are expected to be regular and punctual in attendance. Students must remain on the school grounds during the entire day unless permission to leave has been granted.
5. **Passing Grades:** Any STMS student who is failing 1 or more core class (ELA, Math, Science, Social Studies) will conference with teacher, parent, counselor and or principal. Based on the outcome of the individual conference, an intervention plan may be created for individual students.

### **MY JOB AS PRINCIPAL OF STMS IS:**

To make sure all students have a safe, clean, positive environment for educational success. I will provide access to academic tools, supports, and interventions to help students achieve their educational goals.

### **YOUR JOB AS A STUDENT OF STMS IS:**

To take ownership and responsibility for your academic success, help keep our STMS campus clean, trash-free, treat each and every student, and staff member with respect and kindness – **ALWAYS!**

### **OUR JOB TOGETHER AT STMS:**

Create a clean, safe, educational environment that promotes and demonstrates excellence in academics and in character. Senn-Thomas Middle School will be a destination that keeps satisfied customers coming back!

## **RESPONSIBILITIES OF THE STUDENT**

The student should:

1. Be attentive in class to understand the objective of the lesson and take notes as needed to provide background for the preparation of the homework.
2. Clearly understand the directions, extent and options in the homework.
3. Prepare the assigned homework neatly and accurately and have it ready to hand in on the assigned day.
4. Plan quality time to complete all homework in a suitable environment.
5. Set priorities that put daily educational achievement ahead of other activities.
6. Treat people with respect.
7. Know and follow the rules that are set down to keep the school environment one in which you can exercise your rights.
8. Be present and on time.

## **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks should be handled carefully. Your name and school year should be placed inside the front cover of each book.

**Lost or damaged books are the responsibility of the student.**

## **LOST AND FOUND**

Articles of clothing and other items that are found will be kept in room A7. All items unclaimed for one month will be donated to charity. If possible, please label clothing.

## **DISASTER DRILLS**

Disaster drills are held regularly throughout the year. Remember these basic rules:

1. Check instructions in each classroom (they are posted) indicating how to leave the building in case of a disaster/emergency.
2. Walk. No talking. Move quickly and quietly to the designated area.

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

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to non-handicapped students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources and by people who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable request for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to educational program or placement. You and the student may take part in the hearing and have an attorney (at your own expense) represent you. Hearing requests must be made to Dunklin R-V School District 504 Coordinator.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 can be reached by contacting the Superintendent's office at 636-479-5200.

## **SPECIAL EDUCATION STUDENTS**

The discipline policy established by the school will also be enforced with regard to special education students. Exceptions will be made in the discipline policy when it is found to be in the direct conflict with the student's I.E.P. or handicap.

## **GUIDANCE AND COUNSELING**

Guidance services are available for every student in the school. The guidance counselor addresses the needs of all students by facilitating academic, personal/social, and career development as well as assisting students as they face issues and resolve problems that may prevent their healthy development. Parents/guardians or students are allowed to discuss concerns or request assistance at any time.

## **TRANSPORTATION AND BUS REGULATIONS**

Riding the bus is a privilege. Improper conduct may result in that privilege being denied. Students who need to ride a bus other than their regularly assigned bus must have a bus pass signed by the principal or his/her designee. The student should present a note for approval to the office **before** school requesting the bus pass, stating the reason, bus number, and parent's signature. Parents may be contacted to verify the pass. An example of a bus pass request follows:

July 4, 1779, Martha Washington has my permission to ride bus 76 with Susan B. Anthony on Tuesday afternoon to practice softball.

Mrs. George Washington (123) 456-7890

**The importance of proper conduct while waiting for, boarding, riding, or disembarking from a bus cannot be overemphasized. Any misbehavior that distracts the bus driver endangers all. In the interest of safety, all students should understand and parents are urged to impress upon children the necessity for strict compliance with the following rules:**

1. All students will have an assigned seat.
2. Students are to remain well out of the roadway while waiting for the bus.
3. Getting on and off the bus should be done in an orderly manner.
4. Students are to remain seated while the bus is in motion.
5. No part of the body should ever be extended outside the bus.
6. Aisles should be kept clear at all times.
7. Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous.
8. Nothing should be thrown in or from the bus.
9. Smoking on the bus is strictly forbidden.
10. Crowding, pushing, shoving, etc. are not only unnecessary, but dangerous as well.
11. Attitudes of helpfulness and cooperation will do much to insure safe and comfortable bus transportation for all.
12. Students are dropped off only at their own bus stops. Parents may request their child to be dropped off at another stop through a written note that must be signed by the principal or his/her designee.

**A student may be excluded from bus transportation for disciplinary reasons by the school administration and his/her parents shall provide transportation to and from school during the period of exclusion. The telephone number for the bus transportation Office is (636) 479 5200 ext. 3009.**

### **Dear Parents/Guardians**

The main focus of the transportation department is to insure the safety and well being of the children in our district as we transport them to and from school.

It is important that your contact information is always current; therefore, if your phone number or address changes, let us know. If your child's transportation changes, contact the school office right away so we can ensure your child is routed correctly. Please note; we will not be able to make any permanent changes without written authorization and we will not make any changes upon student request.

If your child is in kindergarten and will be riding the bus to and/or from school, it is mandatory that a parent/guardian is present when your kindergartner gets on and off the bus. If no one is present at the time of afternoon drop off, your child will be returned to school. At times throughout the school year, substitute bus drivers will be transporting your child to and/or from school. The sub driver may not be as familiar with the child and/or parent/guardian. They are also required to follow the same procedures to insure the safety and well being of your child. We ask for your patience and consideration as they continue to get to know you and your child.

We take the safety of our students and drivers very serious and ask that you please do not, at any time, step on the school bus, it is against the law. If you have an issue that needs to be addressed, please call the office where your child attends or call the transportation office @ 636-479-5200 x 3008.

**Sue Sharp, Director of Transportation**

**636-479-5200 x 3008**

**Laura Campbell, Transportation Secretary**

**636-479-5200 x 3009**

## **COMPUTER/INTERNET USE**

The Dunklin R-5 School District attempts to provide computer and/or media equipment for use by students and patrons. Equipment users are asked to exercise good judgment and care to remember that equipment is provided for the express purpose of education. Students and staff (referred to as “user(s)”) will behave responsibly and ethically in the following ways:

### **Users will not:**

1. Intentionally harm computer resources of the district, either through physical damage, deleting, renaming, or moving software files belonging to others.
2. Share passwords with others.
3. Attempt to determine the password of another.
4. Give personal information over the Internet.
5. Use school equipment for monetary profit.

### **Users will:**

1. Follow accepted behavior (etiquette) when using network resources.
2. Follow copyright law.

Users will not use district equipment, networks and access to the internet to communicate access, distribute, retrieve or publish materials that are obscene to minors, libelous, pervasively indecent or contain vulgar language. Users shall not constitute insulting or fighting words, or present a clear and present likelihood that, either because of their content or manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or the commission of unlawful acts or the violation of lawful school regulations, as these terms are defined in district policy IGDBA. Students must agree to and sign an Acceptable Use Policy in order to use district computers. Violation of any district rules, regulations or guidelines will result in the loss of the user’s privilege to utilize the equipment. Users agree to hold Dunklin R-V School District, its school board and staff harmless from any liability.

## **DRESS**

Children are expected to be clothed appropriately for school activities, and in a manner that conforms to the general community standards. The courts have recognized certain restrictions on student's apparel to be reasonable when they have affected 1.) the safety of students, 2.) health of students, 3.) rudiments of decency, and 4.) a material and substantial disruption which would interfere with the instructional program. It is felt that good manners, rather than formal dress codes, preclude all students from wearing hats in the school building. We ask that parents not allow students to come to school with clothing that displays vulgar, provocative, violent, discriminatory or otherwise inappropriate writing, pictures or symbols. It is recommended that shorts or skirts be fingertip length (when hands are dropped to the side). Sleeveless shirts should cover entire back from shoulder to shoulder. Students should not wear shirts with large cutout arm holes or those which expose their midriff or cleavage to school. Undergarments should not be visible at any time.

## **LOCKERS**

The office will issue lockers to students at the beginning of the year. The office issues padlocks for student lockers, store bought locks are not permitted on academic lockers, however, they are highly recommended for gym lockers. **It is required that lockers be kept locked at all times and combinations are not to be shared with other students.** Each student is responsible for keeping his/her assigned locker clean both inside and out. Students are responsible for any damages to their locker. The Dunklin R-5 School District is not responsible for any lost or stolen items. The district **can** conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.

## **HALLS**

Students should only be in the halls at the beginning and the close of school and while moving from one class to another unless they have special permission or special duties that require them to be in the hall. Students must have this Student Handbook, which serves as a hall pass, with them whenever they are in the hallway. The pass must be completed and initialed by the teacher granting hallway permission. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

**NURSE'S OFFICE**

The nurse's office is located next to the main office. Students must secure a hall pass from the teacher to go to the nurse unless it is an emergency. Any accident that happens at school should be immediately reported to the nurse. Sickness, accidents, etc. occurring at home should be taken care of at home. The school nurse is only to take care of school-related injuries and health problems.

**MEDICATION**

Whenever possible, medications should be taken at home rather than at school. If it is necessary to take medication at school, students are to use the following procedure:

- All medications must be accompanied by a note from the doctor or parent stating: (1) the reason for the medication, (2) the name and dosage of the medication, and (3) the date and time to be taken.

If medication is to be taken for a period of time, a form from the nurse is to be completed by the school nurse. Medications are to be sent in the original bottle or clearly labeled container with the doctor's name, prescription number and date and time. Students are to leave all medications in the nurse's office and report to the nurse's office at the proper time to take the medication. If the prescribed medication is a controlled substance, it must be brought in by a parent/guardian.

**MEDICAL LEAVE FROM PHYSICAL FITNESS**

If a student is unable to participate in physical fitness class for any medical reason that student must present a written note from their physician. Students will be assigned written assignments during this time. Students will not be allowed to return to physical fitness activity until they provide a written release from their doctor.

**SCREENINGS FOR THE DUNKLIN R-5 SCHOOL DISTRICT**

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.
Scoliosis Screening	Starting with sixth grade, and ending with eighth grade.
Vision Screening	Kindergarten, first, third, fifth, and seventh
Hearing Screening	Kindergarten, first, second, fourth, sixth, and eighth

**BULLYING/PEER ABUSE**

Students in the Dunklin R-V Schools are expected to treat each other with the utmost respect at all times. Bullying, either physically or verbally, will NOT be tolerated by the administration. Students who experience a problem with bullying should report the incident immediately. If you have been the target of bullying or have witnessed the bullying of a district student please stop by the front office to fill out a "Bullying Incident Report Form." Once the form is completed it should be submitted to the building principal. All reports of bullying will be investigated and disciplinary actions will be taken as warranted. Students have the right to complete the "Bullying Incident Report Form," anonymously. However, it will be easier for the district to investigate if as much information as possible is provided. Submission of a good faith complaint or report of bullying will not affect the complainant or reporters future grades, learning, or school environment. A complainant that falsely accuses someone will be subject to disciplinary action.

**FIGHT-FREE**

Senn-Thomas is a fight-free school. Students are expected to learn and utilize peaceful solutions to conflicts they may encounter with classmates. Hitting, kicking, punching, biting, scratching, or any other form of physical assault which involves two children reciprocating will result in a loss of privilege and disciplinary action.

**HANDS OFF POLICY**

Students are not to push, trip, hit, or handle other students for any reason. The practice of grabbing the apparel of other students and pulling them down is not allowed. This practice will not be tolerated.

## **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, disciplinary action may be necessary. If a student accidentally damages something, it should be reported immediately to the office.

## **CAFETERIA**

The cafeteria is where you eat, so keep it clean. Pick up trash before leaving your table. Dispose of all waste materials in a proper manner. If asked to pick up paper, etc. from the floor, please do so cheerfully. If you accidentally spill a tray, clean it up! Towels and mops are available from the cafeteria workers. Talking must be kept to a minimum. Loud talking will not be tolerated. Pushing, shoving or other boisterous activity in the lunch line, while eating, or at any other time will not be tolerated. A “No Talking” rule may be imposed on any class that becomes too loud or boisterous during lunch. Student cooperation and respect for rules will determine the length of quiet time. Students participating in breakfast may go directly to the cafeteria upon arrival and stay until dismissed to go to class. There are 3 lunch shifts with varied times. Students are given 24 minutes to eat. Lunches from local fast-food restaurants are not permitted. All students are expected to eat lunch every day. If you do not approve of the lunch offered by the cafeteria, you might want to bring your own lunch. Students are to remain in the cafeteria until dismissed by the teacher on duty. Students are not allowed to take food out of the cafeteria. Please make a place in line for adults who may have other duties to perform.

## **FINANCIAL ASSISTANCE**

The school cafeteria, operated under federal law, provides free or reduced cost lunches for those whose income meets appropriate guidelines. Families must fill out a new application every year to determine eligibility. The breakfast/lunch procedure is operated in such a way as to ensure confidentiality and avoid embarrassment. The applications for free or reduced meals are available in all building offices throughout the school year. Additionally, all students are allowed to charge up to \$7.50 on their account. If a student exceeds \$7.50 they will be provided a basic school lunch until the account is balanced.

## **STUDENT SALES**

No student is permitted to sell any item at school unless the sale is part of a school-sponsored activity and the school authorizes the sale. Trading is not permitted.

## **DISTRIBUTION OF STUDENT PUBLICATIONS**

Students may distribute, at reasonable times and places, unofficial written material, buttons, badges or other insignia, **except** expressions which are obscene to minors, libelous, indecent or vulgar, advertise any product or service not permitted to minors by law, constitute insulting or fighting words which injure or harass other people (threats of violence, defamation of character or of a person's race, religion or ethnic origin) or material which would result in a material or substantial disruption of the proper and orderly operation and discipline of the school or activities. Anyone wishing to distribute a student publication of a non-curricular nature must apply 24 hours in advance to the principal and include the following: name and phone number of distributor, dates and times of display or distribution, location of distribution, the age of students to whom the distribution is intended. There is an appeal process for material denied distribution. Further detailed guidelines regarding student distribution of publications of a non-curricular nature are outlined in the Dunklin R-5 Board of Education Policy Manual and may be reviewed in the library, Principal's Office or Superintendent's Office.

## **SCHOOL RECORDS**

School records are maintained in the Principal's Office in the middle school. Access to student's records will be made available to appropriate personnel and parents as outlined by the Family Educational Rights and Privacy Act (FERPA). According to FERPA, parents may inspect and review their student's educational records upon written request. This review and appeal process is outlined in the R-V Board of Education Policy. According to law, the school will provide a transcript of student records to appropriate agencies upon written request by parents or eligible students. A processing fee may apply.

## **TRANSFERS**

Parents of children who are leaving the school district should notify the school office a few days in advance if possible. All library books and texts must be returned and charges paid before the records are transferred to another school. The school will complete a transfer form with academic and immunization information provided by the office which you can hand-carry to the new school. All other records will be mailed to the new school upon receipt of a request for records providing all books have been returned and charges paid.

## **CUSTODY RIGHTS**

When parents separate or divorce, it sometimes results in problems regarding the custody of children. At such times, one parent may ask that a child not be sent home with the other parent. Such request can't be honored unless they are supported by the legal documentation. Please provide the building principal with current documents and information regarding all current litigation.

## **MANDATED REPORTING**

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 or medical abuse or educational neglect.

## **SEXUAL HARASSMENT**

The Dunklin R-5 School District is committed to providing an environment free from sexual harassment. Sexual harassment may be defined as unwelcome sexual comments, request for sex and other verbal or physical conduct of sexual nature. Sexual harassment by an employee, student or to other person in the district against any person is prohibited by school policy and federal law. **STUDENTS WHO ARE SUBJECTED TO SEXUAL HARASSMENT ARE TO NOTIFY A TEACHER, COUNSELOR OR ADMINISTRATOR AS SOON AS IT IS PRACTICAL TO DO SO.** Every effort will be made to insure confidentiality. The appropriate administrator shall investigate allegations of sexual harassment and/or retaliation for the reporting of alleged incidents, and if substantiated, corrective or disciplinary action will be taken in compliance with Board Policy.

## **RELIGION**

Our courts and the Constitution very well define the doctrine of separation between church and state, and we follow these guidelines. However, it is realized that certain customs which are observed or materials which are used may conflict with the conscience of some religious groups. We encourage you to let us know of these conflicts so we can respect your child's religious heritage by making special arrangements or providing alternative materials/lessons

## **ELIGIBILITY FOR ATHLETICS**

The following standards are requirements for participation on one of the middle school athletic teams. These standards are established by the MSHSAA. Additional local standards may also be required:

1. You must be a good school citizen by demonstrating good conduct in and out of school.
2. You must be enrolled in at least five classes.
3. You must have been promoted to a higher grade at the end of the previous year. You cannot fail more than one class the previous quarter. (MSHSAA 2.3.7A)
4. You must enter school the first 11 days of the semester.
5. You cannot participate in any non-school teams the same season as you represent a school team.
6. You must pass a physical examination. Physical examinations passed after February 1 are good for the next entire year.
7. You must have proof of medical insurance.

## **GUIDELINES FOR STUDENT CONDUCT AT ALL ATHLETIC EVENTS**

1. Students are not to run around and create disturbances, they are to find a seat and watch the game.
2. Trips to the concession stand are to be kept to a minimum.
3. Objects are not to be thrown.
4. Scuffling, running, playing games, etc. are not to be condoned.
5. At all games, students are expected to remain in the properly designated area of the building.
6. Students are not allowed in the lower level of the gym (the locker room areas).
7. Students who leave the building will have to pay to reenter.
8. Only drinks in plastic bottles are allowed in the gymnasium.
9. Stomping on the bleachers, whistling, booing, hissing at the officials or players reflects poor sportsmanship and will not be tolerated.
10. Yelling during the opponents' free throw attempts is not allowed.
11. Remember that people judge our school by the actions of a few. Please report all misconduct.
12. No "pick-up" football games in the end zone.
13. No footballs, Frisbees, bicycles, skateboards or scooters are allowed at football games.
14. These rules apply at away games as well as home games.
15. "Violation(s) of above rules could result in loss of privilege to attend after school activities and/or face disciplinary action at school."

## **ACTIVITIES**

Students are encouraged to attend and to be a part of school activities. There are many opportunities for students to participate. Besides cheerleading and athletic teams, some of the opportunities students may participate in are: Student Council, Leadership Council, Chess Club, Quiz Bowl, Book Battle, and Junior Honor Society.

A student must attend school at least 1/2 day on the day of an athletic event or activity in order to participate. Students who are suspended from school, OSS are not permitted to attend any school related activities or events during the time of their suspension. This includes practices and games. Students with failing grades or excessive absences may be ineligible to attend or participate in some school-sponsored activities. A student's character or conduct can also affect their ability to participate.

Students attending school activities will be considered under school supervision during that period of time. All students will ride the bus to and from an activity unless prior approval has been obtained from the coach or sponsor in charge. Students are responsible for pre-arranging transportation home after school activities. Students habitually delinquent in arranging transportation will not be allowed to participate in the next activity.

Senn-Thomas students are not allowed to attend high school dances, etc. even if invited by a high school student. Senn-Thomas students are to be on the high school campus only when an activity is being sponsored and a sponsor or coach must be present. Loitering at the high school athletic fields while practice is going on is not permitted.

## **DANCES**

Students that are suspended and/or absent from school on the day of a dance may not attend. Only Senn-Thomas Middle School students are allowed to attend STMS dances.

## **SCHOOL SPIRIT**

*This is your school - be proud of it!* Our entire school system has a reputation for its fine program of building maintenance. Students should cooperate with school employees in continuing the district's pride in an attractive and well-kept school by giving all the equipment and furniture proper care. Students are requested to report to teachers any defacing marks that may appear on equipment and furniture. All who use the building will share the responsibility for good housekeeping. Show your civic responsibility by keeping paper, trash, etc. picked up at all times.

## **HERKY FIGHT SONG**

*We are loyal to Herky*

*Honor is our name.*

*For we will wave our banners o'er us*

*As we march along to fame*

*Rah! Rah! Rah!*

*Marching on, we surely will strive*

*Laud our glories high in the sky*

*Fight, fight until the end,*

*For we will never give in.*

*Rah! Rah! Rah! Rah! Rah!*

*Rah! Rah! Rah! Rah! Rah!*

*Rah! Rah! Rah! Rah! Rah!*

## **ALMA MATER**

Our strong bond shall ne'er be broken,

Formed at Herky High.

Far surpassing wealth unspoken,

Sealed by friendship's ties.

Alma Mater, Alma Mater Deep

graven on each heart. Shall be

found unwavering true When

we from life shall part.

## **ASSEMBLIES AND FIELD TRIPS**

All school rules apply at assemblies and on field trips. The student's behavior should be refined and courteous at all times. Unacceptable conduct could include things such as whistling, uncalled-for clapping, boisterous activity and talking during a program. Students are to follow the directions of the teacher in charge. Inappropriate behavior on any fieldtrip may determine eligibility to attend future fieldtrips.

## **PAWS FOR EXCELLENCE**

Paws for Excellence is a recognition program at Senn-Thomas Middle School, which promotes outstanding academic achievement, high attendance, and good character. It is our hope that all students will have the opportunity to be rewarded by this program as a result of their hard work, good attendance, and positive attitude!!

- Quarterly Field Trips:
  - GPA of 2.667 or higher with no D's or F's for semester grade
  - No ISS or OSS due to behavior
  - No more than 4 absences – 95% Attendance
  - No more than 3 conduct referral (other than ISS or OSS due to behavior)
  - No more than 4 missing homework assignment referrals.

## **STMS HONOR ROLL**

High Honor Roll:

3.75-3.99 GPA

Honor Roll:

3.50-3.74 GPA

Students may not have D's or F's for honor roll and high honor roll.

### **NOTICE OF NON-DISCRIMINATION**

The Dunklin R-5 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the boy scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent  
Dunklin R-5 Central Office  
497 Joachim Avenue  
Herculaneum, MO 63048  
636-479-5200 x 1

For further information on non-discrimination visit  
<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> or call 1-800-421-1381.

### **DIRECTORY INFORMATION**

According to federal law, parents and students are notified that "Directory Information" will be released as deemed necessary by school officials. The following items are Directory Information: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's directory information and to provide written notice to the school that they choose not to have this information released. Unless prior written notice is received, the school district may disclose any of those items designated as directory information without prior written consent.

## **STUDENT DISCIPLINE**

One of the most important lessons education should teach to our students is discipline. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. STMS is proud of the general tone of good discipline that exists in our school. This comes about through a cooperative effort of school personnel, parents, and students working hard to maintain this pride and in providing an atmosphere where an orderly educational process can take place.

Discipline takes on several forms. Students may be held in the office for a class period to complete their work for a particular class. Students may be assigned detentions for actions that violate the discipline code. There are 2 types of detentions. 1. ISD – In School Detention – that will be assigned at the principal’s discretion and will be served in the in school suspension room during a time frame designated by the principal. This may include assigning ISD during a student’s lunch period to be served in the in school suspension room. 2. ASD – After School Detention - that will be served after school from 2:30 PM – 4:30 PM in a classroom supervised by a certified staff member.

For more serious violations, students may be placed in in-school suspension or out of school suspension. A student receiving out of school suspension is encouraged to remain current with class assignments; however, they will not receive credit during their suspension with the exception of major projects, chapter, and quarter and semester tests. A student receiving in school suspension will receive all of their course work and are expected to complete that work for credit. All tests and assessments will be administered in the in-school suspension classroom for in-school suspension students only. Administration has the right to determine placement of students based on the severity of student infractions. Students that do not cooperate while waiting for their due process will be assigned a minimum of 1 day out of school suspension. Students that are a disruption in the ISS class will be assigned an automatic 2 days out of school suspension.

No student or parent should expect to automatically receive either the minimum or maximum disciplinary action when they are involved in a problem. This will be determined on an individual basis based on a wide range of variables; such as, but not limited to, the age of student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular setting. School administrators must exercise professional judgment in these decisions.

It should be noted that these guidelines are in effect throughout the school day, at any school-sponsored event, or on a school bus going to or from school or a school-sponsored event.

Please refer to the Dunklin R-V Discipline Code Handbook for specifics on the behavior program utilized in our building.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning but develop the habit of self-restraint which will make you a better person.

## **STUDENT DISCIPLINE HEARINGS**

The Board of Education may originate student discipline hearings upon recommendation of the Superintendent. In such cases, the Board of Education will review the superintendent’s report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written parental request to consider appeals from student suspensions in excess of ten (10) school days.

In all hearings, whether initiated by the Board of Education or by parent appeal, the following procedures will be followed.

1. Parents/guardians will be advised of the charges against the student; their right to a board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student’s parents or guardians.
2. Prior to the Board hearing, the student’s parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student’s parents/guardian will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the student’s parents/guardians request an open hearing. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his/her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written Findings of Fact and Conclusions of Law and Decision.

## STUDENT 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, or an aggravated circumstance of any offense or an 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 school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

### **Reporting to Law Enforcement**

It is the policy of the Dunklin R-5 School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The 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.

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

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

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

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

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed in the following pages.

### **Prohibited Conduct**

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

1. **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	No credit for the work, grade reduction, course failure, or removal from

Offense:	extracurricular activities.
<b>2. Arson - Starting or attempting to start a fire or causing or attempting to cause an explosion.</b>	
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.
<b>3. Assault</b>	
a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.	
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.
b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.	
First Offense:	Expulsion.
<b>4. Automobile/Vehicle Misuse (see policy ECD) - Uncourteous or unsafe driving on or around school 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 school property.</b>	
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.
<b>5. Bullying (see Board policy JFCF) - Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.</b>	
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.
<b>6. 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.</b>	
<b>7. Dishonesty - Any act of lying, whether verbal or written, including forgery.</b>	
First Offense:	Nullification of forged document. Principal/Student conference, after-school detention.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension.
<b>8. 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.</b>	
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.
<b>9. Drugs/Alcohol (see Board policies JFCH and JHCD)</b>	
a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.	
b. Electronic Cigarettes are not allowed on any school campus.	

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
b. 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 of the Controlled Substances Act.	
First Offense:	In-school suspension, 10-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.
c. 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 Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.
10. <b>Extortion</b> - 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.
11. <b>Failure to Meet Conditions of Suspension</b> - Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."  In determining whether to suspend or expel a student, 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 within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.	
First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
12. <b>False Alarms (see also "Threats or Verbal Assault")</b> - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school 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.
13. <b>Fighting (see also "Assault")</b> - 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.
14. <b>Gambling</b> – 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, and possible referral to civil authorities.
Subsequent Offense:	Confiscation of gambling paraphernalia. Out-of-school suspension, parent contact and referral to civil authorities.
15. <b>Gang Related Activity</b> – 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 (3) 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.
16. <b>Hazing (see Board policy JFCF)</b> - Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.	
First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
17. <b>Incendiary Devices</b> – 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.	
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 of out-of-school suspension.
18. <b>Leaving School Grounds</b> - Leaving school grounds during the school day without permission.	
First Offense:	Principal/Student conference, parents contacted, detention or 1-3 days in-school suspension.
Second Offense:	Detention, 3-10 days in-school suspension or 1 – 180 days out-of-school suspension.
19. <b>Public Display of Affection</b> - 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.
20. <b>Sexual Activity</b> – 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, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
21. <b>Sexual Harassment (see Board policy AC)</b>	
a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.	

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.
b. Unwelcome physical contact based on gender or of a sexual nature. 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.	
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.
22. <b>Sexually Explicit, Vulgar or Violent Material</b> – 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.
23. <b>Tardies – Students should be sitting in their seat ready to work when the tardy bell rings.</b>	
3 <sup>rd</sup> Tardy:	Warning
4 <sup>th</sup> Tardy:	1 Hour of In School Detention.
6 <sup>th</sup> Tardy:	2 Hours of In School Detention.
9 <sup>th</sup> Tardy:	1 Day of In School Suspension
10 and Up	Referred to Principal – Additional Consequences
24. <b>Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)</b>	
a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; to 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.
b. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.	
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.
c. Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB-AP.	
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.
d. 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.

<b>25. Theft - Theft, attempted theft or knowing possession of stolen property.</b>	
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.
<b>26. Threats or Verbal Assault - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.</b>	
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.
<b>27. Tobacco</b>	
a. Possession of any tobacco products (this includes electronic cigarettes) on school grounds, school transportation or at any school activity.	
First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, or in-school or out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
b. Use of any tobacco products on school grounds, school transportation or at any school activity.	
First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.
<b>28. 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.</b>	
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.
<b>29. 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.</b>	
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.
<b>30. Vandalism (see Board policy ECA) - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.</b>	
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.
<b>31. Weapons (see Board policy JFCJ)</b>	
a. 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.
b. 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 (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.
<p>* 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.</p> <p><b>EXCEPTIONS</b> - 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.</p> <p style="text-align: center;">*****</p>	

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
<b>Demonstration and/or Walkout</b> The act of students protesting, demonstrating, or walking out that causes or could cause disruption to the normal operations of the school.	10 days out-of-school suspension.	10 days out-of-school suspension with recommendation to the superintendent for 20 additional days of suspension.	10 days out-of-school suspension with recommendation to the superintendent for 170 additional days of suspension.
<b>Dress Causing Distraction, Disruption or Safety Hazard</b> - See Dress Code Policy	ISS until parent can provide a change of clothing.	1 day of In School Suspension	Subsequent Offense: 1 day of Out of School Suspension.
<b>Fireworks, Chemical Disruption and (possession and/or use of)</b> - Possession of fireworks, smoke bombs, stink bombs, etc. Possession includes on one's person, in gym bags, purses, locker, in automobile, etc.	10 days out-of-school suspension.	Up to 45 days out-of-school suspension.	Up to 90 days out-of-school suspension.
<b>Trifling</b> - Refusing to participate in classroom activities such as read, take notes, or do assignments, written in-class work; refuses to listen, wastes times; unprepared for class.	Parent / Teacher Conference.	2 Detentions.	3 days of I.S.S.
<b>Unserviced Detentions</b> - Any student failing to attend and complete after school detentions.	1 day of I.S.S.		