

PEVELY ELEMENTARY SCHOOL

30 Main Street
Pevely, MO 63070
Telephone: (636) 479-5200

Principal:	Sherri L. Lindquist
Asst. Principal:	Debbie Killingsworth
Secretary:	Kathy Jourdain
Secretary:	Mandy Anderson
Director of Special Education:	Tom Moreland
Counselor:	Lesa Cruzado
Counselor:	Dawn Vaughn
Secretary to Counselor:	Lindsay Silman
Nurse:	Mandy Buttner, RN

The Dunklin R-V School District is fully accredited according to Missouri Department of Elementary and Secondary Education standards. Pevely Elementary serves students in grades K-5 and offers a full range of special services, including an elementary gifted program.

This handbook has been put together for the benefit of students and parents. It contains information that will answer many questions for parents and help make each student's school experience a positive and successful one.

ACCIDENTS, ILLNESS, MEDICATION, AND HEALTH SERVICES

Every accident which occurs in the school building or on the school grounds during the school day is to be reported to the office. In case of a serious injury, every effort is made to contact the parent or guardian.

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 should be free of vomiting, diarrhea, and fever for 24 hours before returning to school.

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

1. The medication is to be brought to the Nurse's Office when the child arrives at school.
2. 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.

A note from the parent must accompany ALL MEDICATION stating:

1. The reason for taking the medication,

2. **Name and dosage of the medication, and**
3. **Date(s) and time(s) to be administered.**

Medications are to be sent in a clean container and be properly labeled with the child's name, grade, and the date/time to be administered.

In light of the possibility of Reyes Syndrome due to the ingestion of aspirin by children, school personnel will NOT administer any aspirin or products containing aspirin.

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 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.

SCREENINGS FOR THE DUNKLIN R-V 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	Sixth grade
Vision Screening	New students, first, third
Hearing Screening	New students and kindergarten

ATTENDANCE: (Elementary)

Regular attendance is important to a student's educational growth and must be a priority of all parents. Absenteeism directly effects everyone involved with the student, including parents and teachers. Missed instruction and assignments can influence the timely and orderly acquisition of basic skills and may present difficulties for the student to demonstrate the mastery of objectives needed for promotion to the next level. Although some assigned work can be made up, not all group instruction, information, and discussion can adequately be given to the student as make up.

The following policy has been developed to deal with absenteeism

1. Students are required to be in attendance at least 90% of the school year, or accumulating no more than approximately 16 days absent per year. These days should be used for true illness, bereavement, religious holidays, and appointments unable to be scheduled outside the school day, etc.
2. Parents should notify the school no later than 9:00 am if your child will be absent for the day by calling 479-5200, pressing 3 for Pevely Elementary
3. Classifying absence as excused or unexcused will not be in force; absent is absent. Attendance of all elementary students is taken by the hour; this includes late starts and early pick ups.
4. Absence at any time throughout the school day may show up as an hour or more depending on the arrival or departure time.

5. Student out of school suspensions will be considered as absent time from class. (No make up of missed work will be allowed as per previously adopted Board Policy relating to discipline.)

6. Missed assignments as appropriate to the individual students must be returned to school on the following schedule:

A. For each day absent from school, the student is allowed two days to complete and turn in work missed. Exceptions for prolonged illness or recovery can be made through the classroom teacher and principal.

B. K-2 students may not have work everyday that can be completed at home. If you are requesting your child's work, please call the office at 479-5200, by 8:00. The assignments can then be picked up after 12:30 PM the same day.

7. Because absence affects the learning of students and parents hold the responsibility of seeing that students attend school, excessive absences numbering a total of 20 days (equal to 1 month of school) can be reported to the Division of Family Services.

To keep parents informed regarding the student's attendance record, the following time schedule will be followed:

A. Following the 5th day of absence, a first notification will be made. a first notification letter from the School Liaison Counselor will be sent home.

B. At the 15th day of absence, a second notice will be made. Following the 10th day of absence, a second notification will be made.

C. At the 15th day of absence, a third notice will be made.

D.. At the 20th day of absence, notification will be made to the parent and Division of Family Services can be notified along with a copy of the student's attendance record and current scholastic grades. Division of Family Services will determine what, if any, follow-up should be made or any action taken.

Your child's teacher always appreciates a telephone call notifying us of your child's absence. You may notify us of your child's absence for the day by calling 479-5200, pressing 3 for Pevely Elementary.

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 to his/her teacher immediately.

BIRTHDAYS AND HOLIDAYS

Students are welcomed to celebrate birthdays during the school day in a manner that does not disrupt the educational process. Parents may send treats to school on the child's birthday. Due to some students with allergies to peanuts, we ask that you refrain from sending items containing peanut butter, peanut oil, etc.

All snacks and treats are to be purchased commercially, either pre-packaged or from a bakery in its sealed original container. Homemade treats will not be served. Due to allergy issues we need to make sure that the baking environment has been controlled for health purposes.

Parents are discouraged from celebrating their child's birthday or any holiday at school in the following ways:

A. Sending invitations home via the school. Parents wishing to send invitations to birthday parties are encouraged to do so through the mail. However, we can not provide personal information on other students. Invitations will only be distributed in the classroom if there is an invitation for **each** child in the classroom.

B. Sending flowers, balloons, cards or gifts to school to be delivered to the child. However, if you do not choose to follow our request, glass or bulky items will remain in the office until tend of day and you will be responsible for transporting your child home.

BUS CONDUCT AND REGULATIONS:

Safe conduct is expected by students who ride school buses. Infractions of bus rules may result in a student losing his or her bus 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. In the interest of safety, all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules:

1. Students are to remain well out of the roadway while waiting for the bus.
2. Getting on and off the bus should be done in an orderly manner.
3. Students are to remain seated while the bus is in motion.
4. No part of the body should ever be extended outside the bus.
5. Aisles should be kept clear at all times.
6. Conversations should take place in a normal tone of voice. A sudden scream or yell is especially dangerous.
7. Nothing should be thrown either in or from the bus.
8. Smoking on the school bus is strictly forbidden.
9. Crowding, pushing, shoving, etc. are not only unnecessary, but dangerous as well.
10. Attitudes of helpfulness and cooperation will do much to insure safe and comfortable bus transportation for all.
11. 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.

NOTE: Attention of students and parents is directed to the State School Law which stated in part that, "A student may be excluded from bus transportation for disciplinary reasons by the administration, and his parents shall provide for his transportation to and from school during the period of such exclusion."

If parents wish, (for emergency reasons only) their child to ride another bus, he/she may do so provided he/she brings a written request from his/her parents. If children are to remain after school or go home in any way other than ordinary, they must have a signed note from their parents or other person in authority. Without this signed note, we have no recourse but to send them home in the regular way. Should you have an emergency need during the day to change transportation arrangements, **please try to notify the school prior to 2:00 p.m.** since time is needed to complete forms and make a personal notification prior to early bus dismissals.

If you have any questions about the buses, please contact the principal of your child's school or the Director of School Transportation. The telephone number of the Bus Garage is **479-5200 ext. 3008**.

In district transporting: During the school year, students may need to be transported to another part of the Dunklin R-V campus for special presentations or practices. Your signature on the last page of the handbook allows for the in district transporting of your child(ren).

CAFETERIA SCHEDULE, 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 might be a most relaxing and wholesome part of the school day, the following measures shall be in effect:

1. Students will be directed to their seats.
2. Students must remain seated while eating, unless they raise their hands to ask permission to leave the table.

3. Running and other boisterous behavior will not be permitted in the cafeteria.
4. Students are to return trays and trash to the proper places and containers.
5. Lunches from local fast-food restaurants are not permitted.

Students may bring or buy their lunches. Free and reduced price breakfast/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 breakfast and/or lunches on a weekly basis. This amount will be credited to your child's account, then taken out as used.

Credits for breakfast/lunch can only be extended in exceptional hardship cases. **In no case will debts for lunches be extended beyond five lunches or two breakfasts.**

A school lunch menu and calendar of events is provided monthly by our district.

Any parent or grandparent wishing to eat lunch with their child/grandchild must contact the building principal and make arrangements to do so. Permission will only be granted for special occasions.

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 or medical abuse or educational neglect.

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 NOT be honored unless they are supported by the legal documentation. Please provide the building principal with current documents and information regarding all current litigation.

DISASTER DRILLS

The Missouri Disaster Operations Office and the local Civil Defense Office have helped the public school develop an acceptable and approved set of emergency procedures.

Fire, earthquake and tornado drills are held in each school at regular intervals throughout the school year. These precautions are taken for the safety of the children.

Students at Pevelly Elementary will also take part in lockdown drills during the year. These drills are to prepare students and staff in the case of an unfriendly intruder's entrance into the building.

DRESS

No formal dress code now exists for the Dunklin R-V Schools. However, 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 male students from wearing hats in the school building. We ask that the parents not allow students to come to school with vulgar or provocative writing or pictures on their garments or pictures, symbols and sayings which promote violence. 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.

EARLY ARRIVALS/EARLY DEPARTURES

There is no need for children to arrive at school prior to 8:10 a.m. If your child must arrive prior to 8:10 a.m., the YMCA has a before school program in which you will need to enroll your child. If your child is dropped off prior to 8:10 a.m., (s)he can be sent to the YMCA and you will be billed for the time your child is there.

If it becomes necessary to take your child from school before the school day ends, please come to the office to sign your child out. Your child will be called to meet you in the office. Persons picking up children in the office may be required to show a picture identification. This assists us in assuring your child's safety.

LATE ARRIVALS/LATE DEPARTURES

For late arrivals, please see the **Attendance/Tardies** section on pages 3-4. Students remaining at school after 4:00 PM can be taken to the YMCA After School Program for which there is a fee. If your child is placed in this program due to remaining at school after 4:00 PM, you will receive a bill for the YMCA services.

EARLY DISMISSALS, SCHOOL POSTPONEMENT AND SCHOOL CANCELLATION

Occasionally weather or unforeseen circumstances will create a situation in which school must be postponed or dismissed early. In case of bad weather or any other school emergency, the ALERTNOW phone system will make calls to your primary contact number. You should also tune your radios to the following station for pertinent information: **KJFF 1400 AM**.

Sometime early in the first quarter an early dismissal form will be sent home, to be completed and returned to school. This form is used to help ensure that your child goes to the correct destination if school is released early for inclement weather or for a scheduled early out. **Please do not call the school in cases of early dismissal.** This information will be forwarded to the radio stations and will be repeatedly announced throughout the day. Also, do not expect a phone call from the office to inform you of an early out as it is impossible for us to call each parent.

Please discuss with your child what they should do and where they should go when school is dismissed early. It is impossible for all children to reach parents by phone due to available phone service and availability of parent.

The decision to cancel school due to weather conditions is typically made very early in the morning. This information is shared with Channels 2, 4, and 5 as soon as the decision is made. Please tune to these television stations as early as 5 AM should you have questions as to whether the Dunklin-RV Schools are canceling classes for the day.

FIELD TRIPS

Field trips are encouraged when they are a natural outgrowth of the curriculum. When considering requests for field trips use the following guidelines and regulations.

1. Each class is permitted one field trip per year.
2. Currently, the only money collected from children for field trips 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.
3. 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.
4. Parents who accompany classes on field trips will be required to complete a background check with the results being received prior to the field trip. Children who are not members of the participating class will not be allowed to make the trip. (No preschoolers/toddlers)
5. It is up to the teacher's discretion to determine if a student should or should not be permitted to attend a field trip.

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. All items remaining at the end of the school year will be disposed of. It is most helpful to place your child's name on his or her belongings.

MONEY

Students should not bring large sums of money to school. We are unable to cash checks, so please do not send checks with your child for anything other than lunch/breakfast program.

NEWSLETTER/WEBSITES

One method utilized by the staff of Pevely Elementary to keep parents informed of current happenings is the monthly newsletter. The newsletter will always contain items of interest to parents and children as well as a calendar of upcoming events. The newsletter is published during the first week of each month, September through May. It is sent home with your child in the red Nightly Folder.

NIGHTLY FOLDERS

Each child at Pevely Elementary is provided with a red, two-pocket plastic folder at the beginning of each year. These folders, called Nightly Folders, will accompany your child home each evening during the year.

The folders will be used to send home corrected practice work, assignments, and tests. Notes from your child's teacher will be placed in this folder, as will assignment sheets. Homework will be sent home in this folder. Notes and monthly newsletters will be sent home with your child in this folder.

We request that parents do their part by checking their child's bookbag each evening for this folder, looking through it, signing any required documents, then returning the folder to the bookbag for return to school the next day. Parents may also send any notes to their child's teacher or to our office via the red nightly folder.

Students may purchase replacement folders in our office for \$1.00 if the folder is lost or destroyed.

PARENT PICKUP

Parents wishing to pick up their child from school at the end of the day rather than have them ride the bus should **notify our office no later than 2:00 PM** at 479-5200.

PARKING

For the safety of our students and patrons, visitors are asked to park at the north end of the building whenever possible. If you must park in front to come into our building, please take note of the NO PARKING zone which exists in front of the building from 8 to 9 AM and from 3 to 4 PM each day. Violators may be ticketed by local law enforcement officials. The driveway in front of the building is also posted as ONE WAY. Please take note of the signs and the flow of traffic to the south.

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.

PERMISSION TO STAY IN DURING RECESS

Recess provides one of the few opportunities during the day for students to learn and practice interpersonal skills. However, children will get sick with colds and flu from time to time and parents ask that we hold the child in from recess as they recuperate.

Parents may request that their child remain in from recess on the day they return from an illness. This request should come in writing from the parent along with a note excusing them from school the day before. Parents requesting that their child remain indoors from recess for a period longer than one day should attach a note from the child's physician stating the need and the period of time the request is to be honored.

RELIGION

The doctrine of separation between church and state is very well defined by our courts and the Constitution, 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.

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 evening and one day is set aside each fall and spring for Parent-Teacher Conferences. Additional conferences, which may be requested by either parent or teacher, should be held as needed and arranged ahead of time.

RETAINING STUDENTS

Students who need to be retained generally do so in their earlier years of school. Teachers are expected to keep in close communication with each child's parent for the purpose of sharing academic progress throughout the year. While a retention committee consisting of teachers, counselor, reading specialists, and the principal will make the decision regarding retention, conferences will be conducted at the request of the parent to discuss and review the decision.

STUDENT DISCIPLINE CODE

We are all 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.

Most students are very serious about their school experiences and want to get the most from them. They have a good attitude toward school and generally would have little difficulty in following school rules. A few students, unfortunately, do not share these principles and attitudes and their behavior can create problems for everyone involved -- students, teachers, administrators and parents.

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 affect 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 Elementary Discipline Code Handbook for specifics on the behavior program utilized in our building.

STUDENT RECORDS

Student records include academic and health information. They are held in strict confidence. Parents interested in this information are welcome to make inquiry or arrange a time to discuss them.

STUDENT SPECIAL SERVICES

The following special education and compensatory education programs are provided for elementary students with special needs:

Title I Reading	Physically Handicapped
Behavior Disorders (BD)	Intellectually Disadvantaged (ID)
Speech Correction	Learning Disabled (LD)
Language Development	Orthopedically Handicapped

An Occupational Therapist and Physical Therapist are available at Pevely Elementary to qualified students. To obtain additional information about these services, parents may contact the district's special education coordinator at 479-5200, Ext. 1010

TOYS/FRAGRANCES FROM HOME

Children should not bring toys from home and parents are encouraged to be knowledgeable of what your child brings to school. Radios, sports equipment, tape players, video games, disc man, iPOD, Gameboy, ereaders and cell phones are not to be brought to school without office permission. Due to allergies of students and adults, we ask that students do not bring spray or lotion fragrances to school.

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 teacher 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.

VANDALISM

Missouri Revised Statutes 537.045 holds parents liable for acts of vandalism committed by their children. Any book, equipment, etc. damaged through abuse is to be paid for by the student involved.

Taxes were not designed to pay for the malicious destruction of an unruly student. Therefore, parents whose children destroy public property will be assessed for the damages.

VISITORS

Children are not to bring relatives, friends, etc. to visit during school hours. All visitors, including parents, are to report to the building office as soon as they enter. Parents that wish to visit their child's classroom are strongly encouraged to make the arrangements in advance.

VOLUNTEERISM

Volunteering is one way in which parents can get involved in their child's education. At Pevely Elementary, we encourage parents, grandparents, and district patrons to join us during the day as a volunteer in our building. Those wishing to volunteer may do so in several ways. One may contact their child's classroom teacher and discuss the opportunities he/she provides for volunteerism in the classroom or contact the office and make them aware of your desire to volunteer in the building.

We have but a few requests for those volunteering in our school:

1. Please complete the background check paperwork included in this handbook and return it to the office.

2. Please communicate with the office or the classroom teacher before coming in. This allows the teacher an opportunity to prepare activities and materials for the volunteer. It also assures that the visit is not interfering with instructional time in the classroom in any way.

HOMEWORK POLICY

Kindergarten: Not applicable

First Grade: Doesn't begin until 2nd semester and should take no longer than 15 minutes to complete.

Second Grade: Doesn't begin until 2nd semester and should take no longer than 20 minutes to complete.

Third Grade: Math homework, study for spelling tests, and studying for any other tests that week. Students who are not meeting AR Goals will be required to have a reading log signed by a parent/guardian. If homework is not turned in at the beginning of the day the student will go to their grade level study hall during recess to complete the assignment/s. Assignments that are one day late will be reduced by 10 percentage points, assignments that are two days late will be reduced by 25 percentage points. Assignments turned in 3 days late will be reduced by 40 percentage points. Assignments turned in 4 days or later will not be given credit. An assignment is considered late after the final tardy bell at 8:30am. After 4 late assignments in one quarter the parents will be notified.

Fourth Grade: Math homework, study for spelling tests, and studying for any other tests that will be given that week. Students who are not meeting AR Goals will be required to have a reading log signed by a parent/guardian. If homework is not turned in at the beginning of the day the student will go to their grade level study hall during recess to complete the assignment/s. Assignments that are one day late will be reduced by 10 percentage points, assignments that are two days late will be reduced by 25 percentage points. Assignments turned in 3 days late will be reduced by 40 percentage points. Assignments turned in 4 days or later will not be given credit. An assignment is considered late after the final tardy bell at 8:30am. After 4 late assignments in one quarter the parents will be notified.

Fifth Grade: Math homework, reading homework, study for spelling tests, and studying for any other tests that will be given that week. Students who are not meeting AR Goals will be required to have a reading log signed by a parent/guardian. If homework is not turned in at the beginning of the day the student will go to their grade level study hall during recess to complete the assignment/s. Assignments that are one day late will be reduced by 10 percentage points, assignments that are two days late will be reduced by 25 percentage points. Assignments turned in 3 days late will be reduced by 40 percentage points. Assignments turned in 4 days or later will not be given credit. An assignment is considered late after the final tardy bell at 8:30am. After 4 late assignments in one quarter the parents will be notified.

Notice of Non-discrimination

The Dunklin R-V 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 Central Office

497 Joachim Ave.

Herculaneum, MO 63048

636-479-5200 ext. 1

For further information on notice of non-discrimination, visit <http://wdcrobocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-1381.

Acceptable Use Policy

(For computer equipment, network, and internet access)

PURPOSE

The purpose of this document is to guide students in appropriate use of computer equipment and networks accessed through school equipment. Further confirmation is provided in both student and staff handbooks and is available from the technology coordinator as a separate document. There is no expectation of privacy in any communication via district access to internet, including e-mail.

Students and staff (hereafter referred to as “user(s)”, will behave responsibly and ethically in several ways.

- Users will not intentionally harm computer resources of the district, either through physical damage, deleting, renaming or moving software files belonging to others.
- Users will not share their password with others.
- Users will not use another’s log-in password.
- Users will not attempt to determine the password of another user.
- Users will not give personal information over the internet.
- Users will not use school equipment for monetary profit.
- Users will follow accepted behavior (netiquette) when using network resources.
- Users will 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 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 JGDBA.

Users violating the above guidelines will be subject to disciplinary proceeding, which may include any of the following:

- Conventional discipline (retention, suspensions, expulsion).
- Loss of network accesses for a period of time.
- Loss of computer use privileges for a period of time.
- Permanent banishment from any use of district computer resources.

Users agree to hold Dunklin R-5 School District, its school board, and staff harmless from any liability.

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-V School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

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

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

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a

"serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

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

Prohibition against Being on or near School Property during Suspension

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

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

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

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

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. 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.

2. Assault

- 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.

3. **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.

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.

4. **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.

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.

5. **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.

6. **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.

7. **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 and that is rude, vulgar, defiant, in violation of district policy or 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 1-10 days out-of-school suspension.

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

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

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

imitation drug or herbal preparation.

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 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.

9. **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.

10. **Failure to Meet Conditions of Suspension**--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 disciplinary 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.

11. **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, 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.

12. **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.

13. **Gambling** -- Betting, soliciting participation in games of chance, etc.

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.

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

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

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

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

First Offense: 1 day in-school suspension

Second Offense: 2 days in-school suspension

Third Offense: 5 days in-school suspension

16. **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.

17. **Sexual Harassment (see Board policy AC)**

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. 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 when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not 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.

18. **Technology Misconduct (See Board policy EHB and regulation EHB-R)**

a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without

authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

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. Violation other than those listed in "a," of Board policy EHB.

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.

19. **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.

20. **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.

21. **Tobacco**

a. Possession of any tobacco products 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.

22. **Truancy (see Board policy JEDA)**--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 or 3-10 days in-school suspension.

23. **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.

24. **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.

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.

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

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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.

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.

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

Adopted: 09/15/1997

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Dunklin R-5 School District, Herculaneum, Missouri

[Link to Missouri Statutes.](#) [Link to Missouri Regulations.](#)

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What is SW-PBIS?

School-wide positive behavior interventions and support is a system that is developed by a school for improving student behavior. It is used:

- with all students
- across all environments in school (classroom, lunchroom, restroom, playground)
- to help schools to create effective learning environments

Why does a school choose to use SW-PBIS?

Schools that implement school-wide positive behavior interventions and support are schools that have decided that their current discipline process is not effective in helping students to change their behaviors. These schools are interested in:

1. Identifying and teaching expected student behaviors.
2. Finding ways to reinforce and reward those behaviors.
3. Enforcing consistent meaningful consequences when violations occur.

Your child's teacher will no longer send home a daily or weekly behavior report. You will be notified if your child's teacher needs to address problematic behaviors.

School-wide positive behavior interventions and support is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of SW-PBIS, and many choose to use a similar system at home.

Traditional way of dealing with problem behaviors through punishment is not effective in changing long-term behavior. It is exciting to see schools adopt school-wide PBIS, because the model approaches behavior as skills that need to be developed. It approaches behavior as an instructional need. It addresses parent concerns with safety for all children. It helps schools create effective environments that improve teaching and learning.

If you would like more information about PBIS, please visit www.pbis.org.

Dear Parents and Students,

Communications is the key to understanding. In an effort to help parents and students understand the guidelines from which our school will operate, we have prepared a handbook for our students. This handbook will be used to help the students organize themselves throughout the school year. We strongly encourage parents and student to familiarize themselves with the guidelines presented in these handbooks. Please take time to sit down with our child(ren) to go through the handbook and talk about ways to best use it for a successful school year. We have included a signature line for parents and students to sign so that we are sure all students and parents have received the handbooks as part of our back-to-school activities. Please sign and return this page. Thank you and we're looking forward to a great year!

GO BLACKCATS!

Student signature

Parent/guardian signature
