

PEVELY ELEMENTARY SCHOOL

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

The mission for Dunklin R-5 School District is:

"Educating today for a better tomorrow."

SCHOOL COLORS:

Black and Red

SCHOOL MASCOT:

Blackcat

Dear Pevely Elementary Families,

Welcome back to the 2017-2018 school year. I cannot wait to see all the smiling faces when our kiddos return. I've missed them so much this summer. The teachers have been working on projects to make the school inviting and the classrooms fun for our students. District maintenance and custodial crews continue to work to prepare our campus for a new school year. Nothing says welcome back like freshly waxed floors bright enough to see your reflection. We are preparing to add a few activities on our playground that are sure to provide additional fun for our Blackcats.

Pevely Elementary has an exciting year ahead as we begin our Leader in Me journey. The teachers have been attending trainings to help them best lead our students through the Leader in Me process. Our goal is to help EVERY student be a leader and have skills that will carry over from school to home and into the workplace as they grow up. We want to work together with parents to help our students find their potential to shine! The Leader in Me focuses on the 7 Habits by Stephen Covey. You will be hearing your kiddos talk about the 7 Habits and they will bring things home about Leader in Me throughout the year. I encourage every parent to research the Leader in Me. We need your help in developing students to have the will and determination to be the best person they can be!!

As a reminder, Dunklin R-5 strives to keep the parents up-to-date on upcoming events and activities. Please take the time to view the Blackcat News provided to the patrons of the community. For important school news, I encourage you to visit the school website at www.dunklin.k12.mo.us. Please visit the Pevely Elementary page for important elementary dates and information. You can also stay current on the daily happenings and upcoming events by "liking" **Pevely Elementary School on Facebook**. An open-line of communication is very important, so please feel free to contact me at anytime with questions, concerns, or suggestions.

Class rosters will be posted on the front doors of Pevely Elementary by 4:00 p.m. on **Friday, August 11th**. Class assignments are based on matching students' learning styles with teachers' teaching styles and personalities. We must balance each class based on academic abilities, health issues, behavior concerns, and boy/girl ratios. Other considerations such as friendships, as well as teacher and parent input is considered when possible. Every effort is made to create classes that are balanced and beneficial to all students. Because many factors are used to determine student placements, changes will ***NOT*** be made to class rosters. The office staff will be diligently getting supplies ready for the start of school and will not be available to provide student placements over the phone. However, please feel free to visit the front doors of Pevely to view your child(ren)'s class assignment prior to **Open House on August 15th**. Thank you for your cooperation and understanding of this process.

To keep parents informed of issues as quickly as possible, we are asking all parents to update email addresses on your information sheet at Open House. The staff at Pevely Elementary will be working hard to continue to find methods of effective and immediate feedback to parents throughout the 17-18 school year. It is our goal to keep parents active and involved in their child(ren)'s learning. We will continue with the code system for Parent Pick Up and information release. Parents will have an opportunity to update codes on forms in your child's classroom at Open House on Tuesday, August 15th.

I look forward to seeing you at Pevely for **Open House from 5:00 - 7:30 p.m. on Tuesday, August 15th**. Please feel free to bring school supplies to leave in the classroom. The **first day of school is Thursday, August 17th**. Doors will open at 8:15 a.m. each day and classes begin promptly at 8:35 a.m. School dismisses each day at 3:35 p.m. I can't wait to get this year started!!!

As we look at getting back to school, it is important to remember several things. Start now by getting your child back in the habit of going to bed early. This will make the first week of school easier. You may also want to consider getting organized for school. Have a place set aside for homework every night. The consistency will help your child become more organized and work better in a routine. Another good idea is to set backpacks in the same place every night after homework, preferably next to the door you exit from in the mornings. Along with established bedtimes, setting out clothes for the next day can be a tremendous time saver. I encourage you to discuss your morning routine with your child prior to returning to the school year, this will help your child feel more at ease when separating from you in the mornings.

With the cooperation of parents, staff, students, and administration I expect a smooth year ahead. Thank you in advance for your flexibility and patience as we work together to make this a great year at Pevely Elementary School!

Sincerely,

Angela L. Helms
Elementary Principal

2017 - 2018 Pevely Elementary Staff

PRINCIPAL:	MS. ANGIE HELMS		School Resource Officer:
ASSISTANT PRINCIPALS:	MR. ADAM DIXON		MARK GROBE
			School/Family Liaison:
			JOYCIE GONZALES-MEYER
TEACHERS:			
KINDERGARTEN:	FIRST GRADE:	SECOND GRADE:	THIRD GRADE:
MS. AMBER BABB	MRS. ANGIE BERNI	MRS. AMY ALMOND	MR. NIK LAMBERT
MRS. MEAGAN BAHR	MS. STEPHANIE ELLIS	MISS TRACI ANDERSON	MRS. BETH LEIBLE
MS. BONNIE JERNIGAN	MRS. BRITTNEY MARSHALL	MRS. WENDY ARNOLD	MRS. ANDREA MEDLEY
MRS. KRISTIN PESEK	MRS. PAULA MONARCH	MRS. AMANDA BRITAIN	MRS. SHERRY POPE
MRS. DANIELLE TEMPERATO	MRS. ELIZABETH MOUSER	MRS. KERRI HUSKEY	MRS. MICHELLE SCHADE
MISS ASHLEY UNGER	MRS. KATIE PICOU	MRS. TRISHA PARTNEY	MRS. MICHELLE SHADOWENS
MRS. KRISTYN VALLEROY	MRS. MELISSA SCHULTZ	MISS ERIN ROTHWEILER	
			LIBRARY:
		ART:	MRS. KRISTY DOVE
FOURTH GRADE:	FIFTH GRADE:	MS. ARINA FANNING	
MRS. BECKY GREGG	MRS. AMBER BUEHLER	MISS JONI WATKINS	MUSIC:
MS. LYNDI FULLER	MRS. NIKKI HENSON		MRS. RICKA FLESHNER
MS. CARLA LODIKE	MR. DARREN KIESCHNICK	Technology:	MRS. JULIE PRUETT
MRS. JENNIFER LOONEY	MS. MICHELLE SENKERIK	MRS. RICKA FLESHNER	
MRS. REBECCA TRENTMANN	MRS. TERESA SVOBODA	PHYSICAL EDUCATION:	
MRS. ERICA WHITE	MRS. BRITTANY UMFLEET	MRS. DAWN CAPPOZZO	MR. SEAN GOODWIN
	LITERACY COACH:	MRS. AUDREY MEDA	MISS MICHELLE "BUDDY" HAMMON
	MRS. PAM CRISEL	SPECIAL EDUCATION:	
READING SPECIALISTS:	TITLE I PARA:	MRS. ALYSSA GALLION--CROSS CATEGORICAL K-1	
MRS. CATHY MALONE	MRS. KAYLA HICKS	MRS. PAULA McCULLEY- K-1 LIFE SKILLS	
MRS. SHERRI MORELAND		MRS. KAITLIN HACKER - 2ND CWC	
MRS. JOANN SCHOMBURG		MRS. ABBY BATTISTONI- INTERVENTIONALIST 2-5	
		MS. JAMIE DOLINSKY--2-5 LIFE SKILLS	
		MRS. MELISSA KELLEY- CROSS CATEGORIAL 3RD CWC	
SPEECH:		MRS. KIM WEIBLE- CROSS CATEGORICAL 4TH CWC	
MISS KELSEY JUNGERMANN - SPEECH/LANGUAGE		MRS. TORI DITTMANN-CROSS CATEGORICAL 5TH CWC	
MISS MALLORIE RENTH - SPEECH/LANGUAGE			
MRS. JOHANNA SOBOCINSKI - SPEECH/LANGUAGE		MS. KENDALL MELOY - BEHAVIOR K-5	

		NURSE:	NURSE ASSISTANT:
COUNSELORS:		MS. KADIE STORMER	MS. AMIE SCHNUR
MRS. LESA CRUZADO			
MRS CHELSEY DICKERMAN		ISS:	
		PARAS:	
		MRS. SARAH ELDERS - MELOY	
ADMINISTRATIVE ASSISTANTS:		MRS. JUDY FISCHER - MELOY	
MRS. MANDY ANDERSON		MRS. KELLEIGH ESPINOSA - MELOY	
MRS. KATHY JOURDAIN		MISS STEPHANIE BEAVEN - DOLINSKY	
MRS. SHANNON MITCHELL		MS. AMBER BRENNAN - DOLINSKY - PERSONAL LW	
MRS. LINDSAY SILMAN		MRS. AMY OLIVER - MCCULLEY	
		MISS KELBY WAYMIRE - MCCULLEY	
		MRS. KRISTEN STRINGER - MCCULLEY - PERSONAL LB	
FOOD SERVICE:		MRS. AMANDA CALDWELL - PERSONAL AM	
MRS. ROI-ANN BLACK	MS. NANCY JAYCOX	MISS ASHLEY FARIES - K-1 - GALLION	
MRS. DANA WILLIAMS	Ms. MONA ASINGER	MRS. JULIE PROPST - 2/3 CWC - HACKER/KELLEY	
MRS. MARSHA ANDERSON		MISS MELISSA USHER - 4/5 CWC - WEIBLE/DITTMANN	
MRS. BECKY NOACK	MRS. JULIE KOSTECKI	MRS. LINDSEY PIERCE - PERSONAL - SR	
MRS. NICHOLE ARNOLD			
TRANSPORTATION:	BUS #	CUSTODIAL STAFF:	
MRS. SUE SHARP	MR. BERNARD LAIBEN		
MR. DENNIS WINKLE	MR. CHARLES PARTNEY	MR. BILL SMITH	
MR. DAN ZIEGELMEYER	MS. LISA STROBL	MS. BARB CHANDLER	
MRS. LAURA BAUER	MS ALYSSA GRAVES	MISS TIFFANY SUITER	
MR. BILL THOMAS		MR. ED KEY	
MS. AMANDA ROGERS	SUB DRIVERS:		
MR. JOHN TOOLEY	HEATHER HOPEN		
MR. CHUCK MANASCO	TIM HOLLOWAY		
MR. MIKE LANGENDORF	JOHN HOUSE		
MRS. BEVIN MAZDRA	HOLLY PESEK		
MR. LARRY BROWN	ALESHA ROHLFING		
MR. JAMES HARGET	TERRY SHARP		
MR. MIKE BOSLER			
MS. ROSE CROWE			

ATTENDANCE

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a

good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.

ATTENDANCE CONTINUED

Regular attendance is important to a student's educational growth and must be a priority of all parents.

Therefore, the following procedure has been developed to deal with absenteeism for whatever the reason may be:

- Students not physically at school for whatever the reasons (including illness, bereavement, etc.) will be considered absent.
- Classifying absence as excused or unexcused will not be in force; absent is absent.
- Attendance of all elementary students is taken by the minute.
- Attendance at any time throughout the school day may show as an hour or more depending on the arrival or departure time.
- To keep parents informed regarding the student's attendance, the following time schedule will be followed:
 - a. Following the tenth day of absence, a first notification will be made.
 - b. At the fifteenth day of absence, a second notice will be made and a parent conference scheduled.
 - c. At the twentieth day of absence 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 the Children's Division.
 - d. The Children's Division will determine what, if any, follow-up should be made or action taken.

HOMEWORK WHEN ABSENT

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

a. One day absence – work returned the day following the student's return to receive assignments.

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

Make-up work during a suspension is allowed in accordance with the Board policy on Student Suspension

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

ARRIVAL AND DISMISSAL

Students may begin arriving at 8:15 a.m. each day. **Never leave a student at the school before 8:15 a.m.** (unless he/she is enrolled in the before

school child care program). **There is no supervision provided for students prior to 8:15 a.m.** The doors to the school building will be locked and admittance will not be granted until that time.

If you bring your child to school each morning, please pull your vehicle all the way down the drive towards the gymnasium/Pevely Park. **Please do not stop at the front door to drop your child off** as it will back up traffic of parents trying to enter onto Main St.

You are encouraged to say good-bye as you drop them off in your vehicle and allow your child to walk to class independently. If you need to go to the classroom to speak to the teacher, you will need to go park your vehicle in a designated parking area and then sign in at the office and get a "Visitor" badge.

If you are going to pick up your child at the end of the day please make sure you have notified the office if your child is parent pick up every day or certain days of the week. If you need to make a transportation change to parent pick up or to bus for one day only then **those request must be made prior to 3:00p.m.** This can be done either by phone or letter. Transportation changes can not be made after 3:00 p.m.

PARENT PICK-UP PROCEDURES

As parents pull up in the front drive please fill in the lane closest to the building first. Please make sure to pull all the way down and not park where

your child comes out of the building at. Once the 1st line is full, a second line is to be formed in the drive on the street side. Again as you arrive please pull forward as far as you can in line.

Teachers will walk students down the front of the sidewalk. Parents are asked to either remain in their car or stand outside of their car. Please do not stand by the doors of the building. This makes it difficult for the teachers to get the students out and the process run less smoothly. As the students and teachers walk down the sidewalk students will be placed in the appropriate vehicles or released to the appropriate person once the student's password is given to the teacher.

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

EARLY DISMISSAL/SCHOOL POSTPONEMENT AND SCHOOL CANCELLATION

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

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

TRANSPORTATION NOTES

If your child is to go home a different way than usual, please send a note to your child's teacher and include the child's first and last name, the regular

bus number, the date, your signature, and specific instructions. The note goes to the teacher and then to the office to be processed.

Parents/Guardians MUST notify building secretaries of all pickup or bus changes before 3:00 p.m. Requests for temporary transportation changes after 3:00p.m. will not be accepted. For permanent transportation changes, please call the building secretary or transportation department.

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

Transportation Policies

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

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

- Students are dropped off only at their own bus stops. Parents can request for their child to be dropped off at another stop through a written note that must be signed by a principal or person in charge.
- The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.
- A student who knowingly vandalizes, defaces or otherwise damages a school bus may be referred to legal authorities for “institutional vandalism” and prosecuted accordingly. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.

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

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

TRANSPORTATION BETWEEN DISTRICT CAMPUSES

During special events such as assemblies, field days, music concert practices, etc. students may be transported via district school busses from Pevely Elementary to another district campus. Parent permission slips will

not be required for these events. Pevely Elementary and its staff will attempt to notify parents via class newsletters, flyers, social media, etc. prior to the event(s).

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

ADDRESS, EMAIL, AND PHONE NUMBER CHANGES

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

PARENT PORTAL

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

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

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

Visitation Schedules

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

Court Appearances

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

Student Records

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

Child Custody & Legal Matters

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

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

Restraining Order

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

CHILD ABUSE

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

VISITORS TO THE BUILDING

All visitors, including parents, are to buzz into the building via our door buzzer system. Visitors are to report to the building office as soon as they enter. Please make sure to have identification as it will be requested.

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

Disruptive Conduct

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

AFTER SCHOOL EVENTS/FIELD TRIPS

After school events:

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

Field Trips:

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

- Each grade level class is permitted one field trip per year.
- Students making trips sponsored by the school **must travel** by school transportation. Students who are taken to a school sponsored activity on school transportation **shall also return** by the same transportation. Only exceptions to this rule will be granted to parents who are attending the activity and wish their child to return with them. Students will not be allowed to return with other students or adults even though they may have written permission to do so. **No additional children will be permitted to attend the event (including: siblings, preschool aged students, etc.)**
- Currently, the only money collected from children is for any entrance fee. If lunches are provided by the cafeteria, students will incur the same expense as if they were eating at school.
- Each child must have a permission slip signed by the parent/guardian before going on a trip. No student will be permitted to go on a field trip without the signed permission slip.

- It is up to the teacher/grade level teachers how many parents are allowed to attend and how they are selected. Some places have limited spacing.

BREAKFAST & LUNCH PROGRAM

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

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

A school lunch menu and calendar of events is provided monthly by Pevely Elementary.

Free breakfast is available to every student at Pevely Elementary.

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

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

Lunch prices for students is \$2.40. In no case will debts for lunches be extended beyond \$12.50 except for extreme hardship cases. Questions in

relation to lunch accounts can be made by calling the food service phone extension.

INAPPROPRIATE ITEMS

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

FRAGRANCE ITEMS

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

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

RECESS

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

PARTIES

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

BIRTHDAY & HOLIDAY CLASS TREATS

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

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

SCHOOL PROPERTY

Textbooks and library materials are loaned to the students. Students are expected to maintain all materials in good condition. Students will be charged for damage to materials or equipment and for replacing lost materials. Textbooks are numbered and students must return the same textbook they were issued at the beginning of the school year. Students' desks are the property of the school district and may be searched if needed. School officials also have the right to search personal property (backpack, purse, etc.) if they believe a student has an inappropriate item.

LOST AND FOUND

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

MONEY

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

HEALTH SERVICES

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

ACCIDENTS

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

ILLNESS

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

MEDICATION

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

- The prescription medication is to be brought to the building office (not the Nurse office) by a parent or guardian, not by a student. The office secretary will call for the nurse to meet the parent in the office.
- When medication is to be administered by school officials, the medicine **must** be in the original container with a label affixed by a pharmacy with the physician's name, the student's name, and the name and dosage of medication.
- A note from the parent must accompany all medications stating:
 - a. The reason for taking the medication
 - b. Name and dosage of the medication
 - c. Date(s) and time(s) to be administered.
- Medications will be administered at the prescribed time in the Nurse's office. Should the nurse not be available, the medication will be administered by the office staff.
- The parent of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication. All medication must be transported to and from school by an adult. No medication is permitted on district school buses.

HEAD LICE

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

SCREENINGS

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

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

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

Hearing screening- New students and kindergarten

Scoliosis screening- Sixth grade

DRESS STANDARDS

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

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

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

Other dress standards set at Pevely Elementary include:

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

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

REPORT CARDS AND PARENT TEACHER CONFERENCES

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

PROMOTION AND RETENTION

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

DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

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

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

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

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

Impact on Grades

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

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

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

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

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

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

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

Assault

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

or provocative; or any other act that constitutes criminal assault in the third degree.

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

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

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

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

Subsequent Offense:	Expulsion.
------------------------	------------

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

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

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

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

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

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

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

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

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

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

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

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

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

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Harassment, including Sexual Harassment (see Board policy AC)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

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

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

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

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

Tardies

On the 4th tardy per quarter:

Fourth Tardy:	After-school detention.
Tardies 5-7:	After-school detention or in-school suspension.
Subsequent Tardies:	Saturday detention or in-school suspension.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Tobacco

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

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.
------------------------	--

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

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.
------------------------	--

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

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

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

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

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

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

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

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

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

Weapons (see Board policy JFCJ)

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

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

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

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

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

Subsequent Expulsion.
Offense:

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

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

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

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

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

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

