

ARCHIE WHIRLWINDS



Elementary Student Handbook 2018-2019

**302 W. State Route A
Archie, MO 64725**

<http://archie.k12.mo.us>

Principal: Tamara Silvey

Counselor: Dee Botkin

Administrative Assistant: Marilyn Yoakum

Phone: (816) 293-5312 (x.100)

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This Student Handbook Belongs to:

Name: _____

Phone: _____

Address: _____

Grade: _____

Teacher: _____

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Welcome

Welcome to Archie Elementary. Archie Elementary is committed to providing quality educational opportunities for all students.

This handbook is designed to acquaint both students and parents with the school's programs, services, practices and procedures. We hope it will answer questions you have about our school and that you will keep it for reference throughout the school year.

Personnel Directory

School Board Members

Dennis Kurzweil, President

April Clark, Vice-President

Aaron Cantrell, Secretary

Tim McGinnis, Treasurer

Jonas Jones, Member

Ryan Grimes, Member

Wade Plattner, Member

Administrative Office

Jeff Kramer, Superintendent

Tamara Silvey, Elementary Principal

Lee Harmon, Special Education Director

Coy Dalton, High School Principal

Dee Botkin, K – 6 Counselor

Faculty

Preschool.....	Emily Yoder
Kindergarten.....	Carli Nieder
	Alissa Bohannon
First Grade.....	Jaimee Cowan
	Colby Sherrell
Second Grade.....	Kathy Duckworth
	Beth Shipley
Third Grade.....	Bonnie Dalton
	Jamie Lecuru
Fourth Grade.....	Teresea Jackson
	Michelle Mell
Fifth Grade.....	Michelle Gaddie
	Jill Smith
Art.....	Andrea Hathcock
Band.....	Julie Cooper
Health/Physical Education.....	Preston Shipley
Librarian.....	Kendra Parker
Parents as Teachers/Title 1.....	Kristi Reynolds
Special Education.....	Rob Russ
Speech.....	Lyn Salamone
Title 1 Reading.....	Kathy Wray
Vocal Music.....	Kevin Baker

Support Staff

Bookkeeper.....	Kim Shaw
Cashier/Custodian.....	Tiffany Christiansen
Cooks	Donna Peirce Cheryl New Vera Schacher Whitney Cleland
Custodians.....	Becky Christiansen Sandy Schoor
Elementary Administrative Assistant.....	Marilyn Yoakum
Elementary Commuter Lab Tech.....	Jori Noble
Head of Maintenance	Johnny Ford
Nurse	Emma Slayton
Preschool Teaching Assistant.....	Nicole Johnson
Special Education Aides	Diana Miller Valerie Gattenby Patty Scholten
Superintendent Admin. Assistant.....	Becky Deardorff
Title One Paraprofessional.....	Pamala Heide
Transportation.....	Vickie Sutton Wayne Sutton Missy Lyons Stacie Hopkins Pam Jones Tiffany Himes Lacy Cota

SCHOOL TRADITIONS

Colors: Red and White

Emblem: Whirlwind

Song: The Archie school song melody is “Anchors Aweigh”. The words are as follows:
Hail, hail to Archie High!
Hail, hail to you!
You are the school we love.
To you we will be true, true, true, true.

Through years of work and play,
Courage we'll show.
Hail, Hail to Archie High!
We'll cheer for you; we'll fight for you!
Hurrah! Hey!

Red White Fight Fight
Red White Fight Fight
Red White Fight Fight
Fight Fight Fight

Archie Elementary provides a positive environment where all students are challenged to learn and grow.

School Climate

We want each student at our elementary school to benefit from the educational opportunities that are provided. A positive and orderly school climate is vital to accomplish this goal. A good school climate enables each individual to realize his/her fullest potential.

The school and home share in the overall development of the child. Through the cooperative efforts of both the home and the school, we hope to instill in children an interest in learning, a responsibility for oneself, and a respect for the rights and property of others.

A parent is the first and primary educator of a child, and is instrumental in developing good behavior and a positive attitude toward school. The school's role is to work closely with parents to further develop behaviors that encourage children to become responsible, respectful and caring individuals.

The basic school rules are:

1. Be on time and prepared for class.
2. Be respectful, fair, and courteous to everyone.
3. Practice safety.
4. Respect property.
5. Ask for help when needed.

MISSION STATEMENT

The Archie Public School's administration and staff believe the primary purpose of the school is to educate all students to high levels of academic performance and to enable all students to apply this body of knowledge to everyday living.

BIST Goals for My Life:

- * I CAN make good choices even if I am mad
- * I CAN be okay even if others are not okay
- * I CAN do something even if I do not want to. (Or if it's hard)

Daily Procedures

School Day

- Students are in class learning from 8:10-3:10.
- Students who arrive after 8:15 a.m. will be counted tardy; when a student has been tardy 5 times the parents will be contacted by the school to discuss an attendance plan.
- Students may enter the building at 8:00 a.m. each school day; there is no supervision for students prior to this time.
- Students have a choice of two locations prior to being dismissed to go to class, the dome sitting with their grade level or the cafeteria eating breakfast

Parents/Student Drop Off and/or Pick Up

- For safety, students need be dropped off in one of the following locations: in the front parking lot, on S. Ohio Street (students use crosswalk) or at the north entrance of the dome.
- No student is to leave school grounds during school hours without permission from the principal.
- A note from a parent/guardian is necessary if a child is to change his/her regular routine before or after school.
- ***The office is a busy place at the end of the day, therefore we ask that any transportation changes be made by noon to ensure students and teachers have been notified.***
- A parent or adult MUST be at the bus stop or present to walk with any preschool or kindergarten student at dismissal.
- Parents checking their children in or out of school MUST report to the office.
- Parents picking students up after school should use the parent pick up area north entrance of the dome commons.

Attendance

Attendance is one of the keys to academic progress. Families can help their child succeed by encouraging his/her attendance except for illness or family emergencies.

- Parent or guardians need to call the school by 9:30 am to report an absence. Reasons for absence are explanations of an absence not an excuse. Only school authorities may excuse a student's absence.
- When a student returns to school, he/she must bring a note from the parent/guardian to the principal's office if telephone contact was not made the day of the absence.
- Students must request work in an anticipated absence or after returning. Work must be completed and turned into the teacher when the student returns the following day. Failure to do so may result in lowered grades. It is the parent's responsibility to request work and ensure the student make it up.
- At five absences, the teacher will contact the parent to discuss student progress or lack of progress due to absences.
- At ten absences, the principal will contact the parent to discuss instructional time that is being missed.
- At twenty absences (which is one full month of school days), parent(s) must meet with teacher and principal concerning possible retention.
- At thirty days, retention will be seriously questioned.
- Students that sign out early or do not attend field trips, contests or other school sponsored activities will be counted absent for that time.
- You will receive a zero in every class missed for each day you are absent regardless of the reason for your absence. Once make-up work is received by the teacher (on time), the zero will be removed from the grade book and the proper grade will be given. If make-up work is not received on time, the zero will be averaged with all other grades. In most instances, students receive one day for each day missed to turn in all make-up work, unless special arrangements are made in advance with individual teachers.

- **PERFECT ATTENDANCE** is attained when you attend every school day from 8:10 AM until 3:10 PM. Perfect means perfect and even one tardy will result in a student not qualifying for perfect attendance. Attendance is calculated in the Student Information System, minutes missed will count against perfect attendance.

Lunch

Meal Prices for K-5 Students and Adults

- Breakfast is served from 7:50-8:10am.
- Breakfast: Student-\$1.30 Adult-\$2.40
- Reduced Breakfast - \$.30
- Lunch: Student-\$1.85 Adult-\$3.00
- Reduced Lunch - \$.40
- Extra Milk: \$0.42
- Cash or checks for lunch payments should be in an envelope with the student's name and amount on it. Money should be given to the cashier or secretary prior to lunch in order to be added to the account.
- All money given to the cashier will be applied to the account, no change will be given.
- A free and reduced breakfast and meal program is available for all who qualify. Families who meet federal guidelines are encouraged to apply. Free and reduced lunch forms can be obtained in either the elementary or the high school office. All paperwork must be completed and approved in order to take part in this program.
- Any student who owes \$25 or more for lunch charges may be served an alternative lunch or will need to bring a lunch from home. Please speak with the principal or counselor if you are undergoing a hardship.
- All charges must be paid in full to attend class field trips and to participate in extra activities.
- Students must remain in assigned area during lunch.
- A respectful volume should be maintained in the cafeteria as well as keeping the area clean.
- Food and drinks should stay in the cafeteria.
- Elementary students are not allowed to purchase items from the vending machines in the commons or allowed to have pop from home or have it brought to them.

Cafeteria Rules

The following are the cafeteria rules:

1. Remain quiet and orderly while going to and from the cafeteria and while waiting to be served.
2. Once seated, remain seated unless permission has been given to leave seat.
3. Focus on eating.
4. Speak quietly with your neighbors, after your teacher has moved the class to "green".
5. Clean up your lunch area when finished eating.
6. Throw away ALL trash in the trashcan before putting your tray away.
7. Be considerate of the rights of others by demonstrating appropriate table manners and food etiquette.
8. Follow directions given by the adults in charge shall be followed in a prompt and respectful manner.
9. Do not leave the lunchroom with food or drink purchased from the cafeteria.
10. K – 2 are not allowed to bring microwavable items, 3rd – 5th graders are asked to please limit lunches that require microwave due to limited lunch times.

Student Appearance

A school is frequently judged as much by the appearance of its students as it is by the caliber of its academic programs. Because of the relationship between appearance and proper behavior and because positive behavior is necessary in creating a positive learning environment, it is very important that students keep in mind that the keynote for school dress should be simplicity, neatness, cleanliness, and good taste. In compliance with the above, the following specific rules are established:

1. No bare midriff, undershirts, and no see through tops (without a shirt underneath).
2. Items of attire with obscene words, slogans, implied messages, slogans or graphics should not be worn or displayed. Immodest or indecent attire is not acceptable, i.e., no alcoholic beverages, tobacco products, which promote violence, etc.
3. Any attire which causes a disruption or distraction to the educational process or which represents a potential safety hazard to students and/or staff is not allowed. The administrative team will make individual determinations.
4. Shoes and/or footwear will be worn at all times.
5. Students are requested to wear clothing and shoes suitable for physical activity on the days they have physical education.
6. Students should also be dressed appropriately to play outdoors at recess.

Early Dismissal Due to Weather

In the event that the school system needs to close for any reason, including extreme weather, students will be notified by the parent notification system, *SchoolReach*, *Facebook*, *Remind and eNews*. Broadcasts will also be made on our local television channels.

Please inform your students and the office of the proper procedure to follow when there is an early dismissal.

Transportation

Riding the school bus is a privilege extended to students and it can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the immediate authority of the bus driver and must behave in accordance with school district's rules. Distracting the driver is a very serious hazard to the safe operation of the vehicle. If there are any actions that distract the driver, a student will be removed from the bus for a period of time to be determined by the principal.

Basic Bus Regulations

- No food, gum, drinks, glass, or animals on busses.
- Sit in seats.
- Sit in assigned seats, if the driver assigns seats.
- Wait at your designated bus stop (the driver is not required to wait if students are not already at the designated stop.)
- When getting off the bus, wait for the driver to direct you across the road.

Bus Offenses

- First Offense: Warning (student and principal conference with parent contact.)
- Second Offense: 3 days suspension from the bus with parent contact.
- Third Offense: 5 days suspension from the bus.

(Each offense after the 3rd will result in additional weeks of suspension from the bus.)

Serious infraction or infractions which breach Missouri Safe Schools Act will result in direct discipline from the school, regardless of the order of offense. If a turnaround is required on patron property, prior permission shall be obtained from the property owner. If the property owner wishes not to allow a turnaround, then those students shall be picked up at the next closest stop.

Walkers or Bicyclists to School

- When walking or riding a bike to school, do not arrive before 8:00.
- Walk on the left-hand side of the road, facing into oncoming traffic. Walk single file and step off the highway when meeting a vehicle. When crossing A Highway, do so at the crossing protected by the crossing guard.
- Students who ride bicycles to school should ride on the right-hand side of the road, as close to the edge as possible. All bikes should be stored at the bike racks located by the dome north entrance and locked for safety.
- Students living east of the railroad tracks should ride the scheduled bus.

Field Trips

Field trips are valuable instructional opportunities designed to extend learning beyond the classroom setting. Each class will take one field trip during the school year.

Classroom teachers will determine the number of parents allowed to attend the trip and may vary due to the nature of the field trip and set locations. Room mothers/helpers are given the first option to attend. *Siblings, including preschool aged children, are not allowed to attend the field trip.* In accordance with school policy, all students are required to ride the bus to the event. We strongly encourage the students to ride the bus to and from the event. Parents needing to make other arrangements must contact the teacher and/or the principal 48 hours prior to the trip. Remember that students who do not return with the class will be counted absent for the time missed.

Because field trips are a privilege, students experiencing difficulty with behavioral performances may not be allowed to participate in the field trip. All school rules apply during field trips.

Recess

Our goal is to create a safe environment during recess. We will have outdoor recess when the temperature and/or wind chill are above 20 degrees. Light jackets or sweatshirts are required with temperatures at or below 50 degrees. Coats, gloves and a hat or hood are required at temperatures between 21 degrees and 49 degrees. Recess will be held inside if temperatures or the wind chill is 20 or below or due to other inclement weather. Classroom teachers will review playground rules with students. They are published here for your information.

General Rules

- 1) Walk with your voice off in the halls on the way to recess.
- 2) Stay where you can see the playground teachers and they can see you.
- 3) Keep away from school windows.
- 4) Do not bounce balls off the school walls.
- 5) Softball only-no baseballs on the playground.
- 6) Always get permission from the playground teacher to enter the school building.
- 7) Do not climb on the fence. Stay inside the fence at all times.
- 8) Always get permission from the playground teacher to retrieve a ball from outside of the fence.
- 9) Only go UP ladders and only go DOWN slides.
- 10) No pushing, shoving, wrestling, or fighting of any kind.
- 11) No throwing rocks, toys, or objects at anyone.
- 12) No climbing on the black bars around the air conditioners, windows or by the stairs to the gym.
- 13) No inappropriate words or name-calling.
- 14) No chasing or tag.

Swing Rules

- 1) Sit when swinging. (do not stand in the swings)
- 2) Swing back and forth only.
- 3) Do not jump out of swings.
- 4) Only one person to a swing.
- 5) Do not walk too close to swings.
- 6) Push swings from the back only and do not run under.

Climbing Equipment

- 1) No walking on or jumping off the top.
- 2) Do not jump from one side and attempt to grab the other side.
- 3) Do not grab or pull on anyone who is on the climbing equipment.
- 4) No climbing on top of the yellow tunnel or orange tunnel slide.
- 5) No walking on top of the monkey bars without hands.

Electronic Devices/Personal Property

Students are reminded that personal property not needed for schoolwork should not be brought to school. Students should not bring the following items to school unless they have been given permission by the teacher or administration:

- | | | |
|-------------------------|------------------------|---------------------|
| * Large amounts of cash | * Cell phones/ iPhones | * Misc. electronics |
| * Skateboards | * iPods/MP3 players | * Laser lights |
| * Playing cards | * Toys | |
| * Electronic games | * Trading cards | |

Lost and Found

Label all belongings with student's name.

We encourage parents to label all coats, gloves, hats, lunchboxes and backpacks with student's first and last names so that every effort can be made to return items to their owners. Many coats, hats, and other clothing articles are left in the "Lost and Found" because students do not claim their belongings. Items not claimed at the end of **each month** will be donated to a local charity.

Student Health

Please ensure that your child observes a regular bedtime and eats a good breakfast every morning. A healthy child is ready to learn.

Medications

If your child needs to take medicine at school, all medications must be in a bottle, which lists the patient's name, the doctor's name, and the name of medication, the dosage amount, and the time of day that the medicine is to be given to the student. A doctor must prescribe all medications, including over the counter medicine. A "Consent of Medication" form may be picked up from the school nurse. If dosages are to be changed, please send in a new bottle with the corrected amount of medicine printed on it. If this is not possible, we will accept a phone call from the doctor's office or a handwritten note signed by the physician. If a student has a significant injury or illness, the nurse will notify parents.

Students with the following symptoms will be sent home from school, students may return to school after 24 hours without fever and/or symptoms:

1. Temperature above 99.9
2. Severe colds, cough, sneezing, skin conditions or skin lesions
3. Suspicion of contagious disease
4. Head lice
5. Red or discharging eyes
6. Any condition which endangers the health of another student or staff
7. Vomiting

In accordance with health guidelines, the district has a "no nit" policy. The district will check students on a regular basis for head lice. Parents will be contacted to pick up their child if they are found to have lice. The school nurse must recheck the child before he/she is allowed to return to the classroom. Students are not permitted to ride the bus until the nurse has checked them. Successive cases of head lice (5 times) will result in a referral to the Division of Family Services.

Textbooks and Library Books

The school furnishes all textbooks and workbooks. Students are expected to take care of their books and will be required to pay replacement costs for lost or damaged books.

Library is one of the specials at Archie Elementary, this provides them the time to learn about new authors, find a genre they enjoy and become familiar with the resources available to them. It is important that students return books so they are able to check out books each week. Students who lose library books must pay the replacement cost, and students will be required to pay for repairs for damaged books. Students who move during the year are responsible for returning library books. Grade cards will be held until fines are paid.

Telephones

We will attempt to relay messages to students, however to prevent classroom disruptions, students or teachers will be called to the telephone only in emergency situations. ***Please call before noon to insure that your child receives the message.*** Teachers will return calls within 24 hours and will do their best to return calls during plan time or after school. Voicemail is available for parents to leave messages for their child's teacher. *It is essential for the office to have current telephone numbers in case of an emergency.*

(Please notify us if emergency contact numbers change.)

Cell phones are not to be used by students during the school day. If a student's cell phone is seen or heard between the hours of 7:50 – 3:10 the phone will be confiscated and the student can pick up the phone at the end of the day. The second time a student has their phone confiscated; the parent must come in and pick up the phone.

Miscellaneous Information

Tobacco

Tobacco and non-tobacco look alike products are not to be carried to school or to school functions. Such items brought to school may be taken away by school personnel and placed in the office. Confiscated items will be returned only to a parent/guardian. The school will accept no responsibility for the loss of the before mentioned items.

PTO

You are invited to join the parent/teacher organization and become actively involved in the Archie learning community. Exciting family events are planned for the school year. By working together we can provide the very best learning opportunities for children. Please join their Facebook page for more information.

Guest Sign In

Parents and patrons are encouraged to visit school. Instructional time is a priority at Archie Elementary; please call the office at 816-293-5312 to schedule an appointment. Visitors to the school, including parents, must sign in/out at the office and wear a visitor's badge. If you are bringing treats for your child's class, please make arrangement with the classroom teacher as to the best time and drop the treats off in the elementary office.

Band and Music

When elementary classes are involved in musical presentations, attendance is mandatory. Grades will be lowered for non-attendance, except in cases of excused absences (arranged in advance through the instructor).

Assignment of Students

Class assignments will be made with the best interest of all students and in an attempt to keep a balance between classes. (A balance between numbers in each class means, the number of boys and girls per class and a mix of varied learning styles and developmental levels and any potential discipline problems in each class.) The principal has the final authority in scheduling and assigning students.

Grade reporting

Report cards will be issued quarterly to the students about one week after the end of each quarter. Scheduled parent conferences for all students are held at the end of the first quarter. Parents are welcome to contact their child's teacher for a conference any time during the school year. Grade cards may not be issued if the student owes any money for lunch charges, fees, library books, etc.

Pets

There are to be no animals at school functions or brought in to the school building for Show and Tell due to possible allergies of some students.

Parents as Teachers Program

Vision: All children will learn, grow and develop to realize their full potential.

Mission: To provide the information, support and encouragement parents need to help their children develop optimally during the crucial early years of life. Please call Archie School at 816-293-5312 and contact Kristi Reynolds or Nicole Johnson.

Emergency Procedures

Fire Signal ~ “Intermittent Class Bell”

1. Automatic silence – no talking.
2. Students assemble to leave in an orderly manner as determined by practice and drills.
3. Follow teacher’s directions

Tornado Signal ~ “Continuous Horn”

1. Automatic silence.
2. Students assemble to leave in an orderly manner as determined by practice drills
3. Follow teacher’s directions

ALL HANDBOOK RULES AND PROCEDURES WILL APPLY TO SUMMER SCHOOL UNLESS PARENTS ARE INFORMED OTHERWISE.

Department of Elementary and Secondary Education Standard Complaint Resolution Procedure

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES 1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives. Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently? Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) 2 . 1. What is a complaint? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA. 2. Who may file a complaint? Any individual or organization may file a complaint. 3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department. 4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures. 5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department. 6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated. 7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation: 1. Record. A written record of the investigation will be kept. 2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. 5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s). 6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education. 8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint). 9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department

will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA. 10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Public Notice

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for the students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: Learning disabilities, mental retardation, behavior disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name; address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese – any other language as maybe necessary.

Grievance Procedure

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI 1964 Civil Rights Act*, Title X of Education Amendments of 1972, and Sections 504 of the Rehabilitation Act of 1973.

- **Level One** – Principal or immediate Supervisor (Informal and Optional – may be bypassed by the grievant) – Employees with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with object of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.
- **Level Two** – Title IX and Section 504 Coordinator(s) – If the grievance is not resolved at level one and the grievant(s) wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant(s) could reasonably become aware of such occurrence. The grievant(s) may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and the Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

***Not required by federal regulation but recommended as good administrative policy.**

- **Level Three** – Superintendent: If the complaint is not resolved at level two, the grievances may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant(s) receive the report from the Title IX and Sections 504 Coordinator. The grievant(s) may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving of the written appeal.
- **Level Four** – Board of Education: If the complaint is not resolved at level three, the grievant(s) may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant(s) receive the report from the Superintendent. The grievant(s) may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education Action.

This procedure in no way denies the right of the grievant to file formal complaints with the Missouri Civil Rights Commission the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints or to seek private counsel for complaints alleging discrimination.

Title VI, IX and Section 504 Coordinator

Name : Mr. Jeff Kramer

Address: 302 W. State Route A Archie, Mo 64725

Phone: (816) 293-5312

Office Hours: 8:00 A.M. – 4:00 P.M.

Not required by federal regulations but recommended as good administrative policy.

Notice of Nondiscrimination

As per Board of Education policy adopted October 2, 1989, applicants for admission and employment, students, parents of elementary and secondary students, employment, and all unions or professional agreements with Archie R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Archie R-V compliance with the regulations implements Title VI, Title IX, or Section 504 is directed to contact Sean Smith, Title IX and Section 504 Coordinator, 302 W. State Rt. A, Archie, Mo 816-293-5312 who has been designated to coordinate institution's efforts to comply with the regulations implementing Title IV, Title IX, and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Mr. Jeff Kramer, Superintendent

Notice of Designation of Directory Information

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Archie R-V School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Archie R-V School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Archie R-V School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or invasion of privacy if released, can also be disclosed to outside organizations without a parent's consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAS) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, address and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Archie R-V School District to disclose directory information from your child's educational records without your prior written consent, you must notify the Districts in writing by September 10. Archie R-V School District has designated the following information as directory information:

- Students Name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

Discipline Guide for Students

Board of Education Revised
June 2010

A Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the Archie R-5 Schools. No code can list each and every offense that may result in the use of disciplinary action. Students can, however, expect to be held accountable for any action which disrupts the learning environment or contributes to an unsafe atmosphere in school, on any property of the school, on any school bus going to or returning from school or during any school-sponsored activities. Clear expectations, limits and appropriate consequences for the following behaviors are provided to give information and guidance to Archie R-5 students and their parents/guardians.

Unusual situations not covered in this policy will be handled as deemed appropriate by the building administrator or referred to the Superintendent of Schools as the circumstance may warrant in order to maintain general school discipline for the educational benefit of all students. A student's prior history of discipline incidents, attitude and length of time since the last occurrence will be considered when determining the appropriateness of discipline consequences. Students who show evidence of being chronic repeat offenders will be subject to more severe disciplinary consequences including out-of-school suspension. First time occurrences of such severity of behaviors involving violence or threats of violence, will be disciplined at the individual discretion of the building and/or district level administrators.

ALCOHOL, DRUGS or NARCOTICS or any substances represented to be controlled or alcoholic : Under the

Influence/Use/Possession/Distribution of Alcohol or Drugs: The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities: or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district is prohibited and will not be tolerated. Students in violation of this policy will be suspended from attendance at and participation in all extra-curricular activities for up to 180 school days. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 4 - 12	up to 180 days OSS <u>or</u> 30 days OSS/ISS + SAR Contract (see below) Report to Juv. Auth.	Refer to Supt. for 90-180 da. OSS or Expulsion Report to Juv. Auth.	Report to Law Enforcement (or Juvenile Authorities per Safe Schools Act)
Gr. K - 3	Parent Contact Up to 5 days OSS	Parent Contact Up to 10 days OSS	Refer to Superintendent for up to 30 days OSS

(SAR) SUBSTANCE ABUSE REHABILITATION CONTRACT The SAR contract includes the following stipulations that may be modified by the District as an acceptable alternative to the long-term OSS approach. As a condition of the SAR Contract, the student's attendance record may be reconsidered if the student and legal guardian agree to be responsible for the cost and adherence to the following criteria:

- 1) The student will undergo an independent behavioral or psychological evaluation by a licensed agency to determine the students' extent of addiction. The District will receive a copy of the written independent evaluation.
- 2) The student and parents agree that the student will successfully and fully participate in a licensed drug rehabilitation program and/or participate in the school-based educational program. This treatment will continue until it is agreed by the parents and school officials that the desired behavioral modifications have been achieved.
- 3) A comprehensive drug screen (urinalysis) as determined or approved by the District will be conducted at student expense prior to being admitted back to school on a probationary basis. If the test is negative for drugs the student may return to school and will submit to random drug screening at the discretion of the principal for a period of up to 180 school days.
- 4) Should the student fail to meet the requirements of the SAR Contract, the District will consider all factors involving the disciplinary and rehabilitation process and take the appropriate disciplinary action including the enforcement of the original suspension.

ALL Rehab and screening expenses are to be borne by the student's family or legal guardian.

- This policy procedure may be abandoned and/or the length of the suspension may be modified by the principal based upon the individual merits of each student's situation.

ARSON: Starting or attempting to start a fire or causing or attempting to cause an explosion

<u>Level</u>	<u>Any offense</u>
All levels	up to 180 days OSS or expulsion; notification to law enforcement Documentation in student's discipline record

ASSAULT: Knowingly causing physical injury to another person; or with criminal negligence, causing physical injury to another person by means of a **deadly weapon; or recklessly** engaging in conduct which creates a grave risk of death or serious injury to another person or knowingly causing physical contact with another person knowing the other person will regard the contact as offensive or provocative. The act or acts described above occur on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity. This violation is a **CLASS D FELONY** and will be reported to the appropriate law enforcement agencies.

***VERBAL THREAT: A Class C misdemeanor and in addition to school consequences, will be reported to Law Enforcement.**

<u>Level</u>	<u>First Offense**</u>	<u>Repeat Offense</u>
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Gr. 6 - 12	Up to 180 days OSS Or expulsion	Refer to Supt. for Expulsion Contact Law Enforcement.
K - Gr. 5	Up to 10 days OSS	Refer to Supt. for Expulsion Contact Juvenile Authorities

***FIGHTING:** Mutual combat in which both parties have contributed to the conflict by physical action.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offenses</u>
Gr. 7 - 12	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS
Gr. 4 - 6	Parent Contact Up to 5 day ISS	Parent Contact Up to 10 day ISS	Parent Contact Up to 10 days OSS
K - Gr. 3	Parent Contact Up to 3 days restricted activities	Parent Contact Up to 5 days restricted activities	Up to 3 days OSS Parent Conf. prior re-admittance

BUS MISCONDUCT: Any offense committed by a student on a district owned or contracted bus which would be punished if the offense had been committed at the student's assigned school. Bus misconduct will be treated the same as school building misconduct. (Read specific Bus Conduct Rules and Consequences that follow)

Archie R-5 School District Bus Safety Rules & Consequences

Please remember that riding a Archie R-5 bus is a privilege, not a requirement. To insure good transportation service, students and parents should become familiar with the following safety rules.

The rules of good bus conduct are the same as expectations for good classroom conduct which include showing respect and obeying reasonable requests from the adult in charge.

1. Do not extend any part of the body or belongings out of the bus windows.
2. All students are to sit in assigned seats on all regular route buses.
3. Leave the bus windows closed unless permission from the driver has been given to open them.
4. Keep voices at a normal conversational tone. Do not yell or make loud noises that may distract the driver.
5. Report any damage to the driver. Any acts of vandalism will be paid for by the student (s) responsible and may result in other assigned discipline.
6. Animals will not be transported on the bus.
7. Food and drink are not appropriate on the bus. Exceptions to this may be made on activity trips.
8. Inappropriate behaviors which will result in disciplinary action include: swearing, persistent refusal to submit to the driver's authority , or possession of tobacco, scuffling or fighting, littering and/or throwing objects from the bus, moving around while the bus in motion, being excessively loud, vandalism to the bus, etc.
9. Once loaded, students are to remain on the buses for the duration of the route and not enter other school buildings. Violation of the bus rules and disregard for the driver's authority will be reported to the building principal and may result in the following discipline being assigned.
10. Regulation of electronic devices on busses is regulated at the discretion of individual bus drivers.

1st violation-----warning letter sent home and/or conference with parents

2nd violation-----3-day bus suspension

3rd violation-----5-day bus suspension

4th violation-----suspension for the remainder of the semester

***** Serious violations could result in immediate and long-term suspension regardless of the number of previous violations.**

CARELESS DRIVING: operating a vehicle on or about the school grounds and/or school property in a manner which would endanger persons or property.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat</u>
Gr. 9 - 12	Up to 3 days ISS	Up to 5 days ISS	Loss of driving privileges

**The privilege of operating a vehicle at school also carries with it the responsibility of securing a proper permit, observing speed limits, giving pedestrians walkers and busses the right of way, and entering and exiting through designated areas

CLOSED CAMPUS POLICY: Once students have entered their school, they do not have permission to leave the school campus during school hours unless properly supervised by school personnel.

<u>Level</u>	<u>FirstOffense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 4 - 12	Up to 5 days ISS	Up to 10 days ISS	Up to 10 days OSS
K - 3	Parent, student, administrator conference	Parent Contact Up to 3 days restricted activities	Parent Contact Up to 5 days restricted activities

COMPUTER / INTERNET / E-MAIL USE: All Archie R-5 students will be expected to follow the **District Acceptable Use policy**. The use of computers and computer services is a privilege which may be revoked by teachers, principals and/or district administrators at any time for abusive conduct. Such conduct would include, but is not limited to the placing of unlawful information on or through the computer system, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages, to include any materials posted on the R-5 District website and anything that would be considered cyber-bullying. **Personal laptops and other wireless devices** are not to be brought to school for network access to the Internet. All **flash drives or other forms of data storage** from home must be virus-scanned before they can be loaded onto school computers.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
All grades	Suspension of computer privileges for a period of time determined by the building administrator and up to 10 days ISS	ISS up to loss of privileges for 365 days and up to 10 days OSS

Tampering with computer data or theft of computer data may be considered a Class A Misdemeanor or Class D Felony and be prosecuted as such.

DISRESPECT, DEFIANCE or INSUBORDINATION: Displaying a lack of cooperation, disrespectful language (other than profanity), willful dishonesty, disobedience or defiance of the authority of the principal, assistant principal, teacher, bus driver or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning. Any threats and/or physical aggression toward a school official will be grounds for expulsion.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 4 - 12	Up to 5 days ISS	Up to 10 days ISS	Up to 10 days OSS
K - 3	Parent, student, and administrator conference with possible loss of privileges	Parent Contact Up to 3 days restricted activities	Parent Contact Up to 5 days restricted activities

DISRUPTIVE SPEECH or CONDUCT: Conduct or speech, whether verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions; this also includes using obscenity, obscene gestures, swearing, cursing, etc. or words which are spoken solely to harass, bully, intimidate or injure other people, such as defamation of a person's race, religion or ethnic origin. Extreme disruptive behavior can be grounds for immediate OSS at all levels.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 4 - 12	Up to 5 days ISS	Up to 10 days ISS	Up to 10 days OSS
K - Gr. 3	Parent Contact Up to 3 days restricted activities	Parent Contact Up to 5 days restricted activities	Up to 3 day OSS Parent Conf. prior to readmittance to school

EXTORTION and/or BULLYING: threatening or intimidating any student to include such behaviors for the purpose of, or with the intent of obtaining money/anything of value from student. This offense in conjunction with physical force is grounds for immediate OSS.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6 - 12	Up to 5 days OSS Restitution	Up to 10 days OSS Restitution	Refer to Supt. for Expulsion
Gr. 4 - 5	Parent Contact Up to 3 days ISS Return or retribute.	Up to 10 days ISS Restitution Juvenile office informed	Up to 5 days OSS Restitution Juvenile office informed
K - Gr. 3	Parent Contact Return/restitution Lose privileges	Parent Contact Restitution Up to 3 days Restricted activities	Parent Contact Restitution Up to 5 days restricted activities

FAILURE TO APPEAR FOR AFTER SCHOOL DETENTION:

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 7 - 12	1 day ISS or *Saturday School	Up to 3 days ISS or *Saturday School	Up to 5 days ISS or multiple *Saturday School days

FAILURE TO OBSERVE THE CONDITIONS OF IN-SCHOOL SUSPENSION:

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 7 - 12	OSS for the duration of original ISS penalty +	Original ISS penalty Up to 3 days OSS *Saturday School	Up to 5 days OSS or *Saturday School

Gr. 3 - 6 OSS for the duration Up to 3 days OSS Up to 5 days OSS
of original ISS penalty

FALSE ALARM: setting off alarm when there is no cause to do so, including fire alarms, 911 calls, or other acts causing evacuation of the building which could endanger the welfare of others.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 7 - 12	Up to 10 days OSS	Refer to Supt. For suspension
Gr. 4 - 6	Parent contact Up to 10 days ISS	Up to 10 days OSS Contact juvenile authorities
K - 3	Parent contact Restricted activities	Up to 3 days OSS Parent conference prior to readmittance to school

"Making a false bomb report is a Class D felony and is subject to immediate suspension. This violation will be reported to the appropriate law enforcement agencies.

FORGERY/MISREPRESENTATION: misrepresenting parent or guardian with the purpose of excusing from school, class or any other parental consent. This includes all written notes, phone calls, or correspondence. This includes academic dishonesty defined as any form of cheating that is blatant, repeated and serious in offense beyond the realm of the individual teacher's classroom management plan.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
3 - 12	Parent Contact Up to 3 days ISS	Up to 5 days ISS	Up to 10 days ISS

GANG RELATED ACTIVITIES: any activity characteristic of or identified by the individual's admission to gang membership or by the exhibiting of any item of clothing which is common to gang members, the display of mannerisms which identify the individual as a gang member, visible tattoos that indicate gang membership, admitting to detailed knowledge of gang activity, admitting to or being known by a moniker, displaying jewelry or other paraphernalia common to gang members.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
4 - 12	Parent Contact Removal of gang related items. Notify Juv.Law	Up to 5 days OSS Removal of gang related items Notify Juv. Law	Up to 10 days OSS Removal of gang related items Notify Juv. Law
K - 3	Parent Contact Removal of gang related items Notify Juv. / Law enf.	Up to 3 days restricted activities removal of gang items Notify Juv./ law enf.	Up to 5 days restricted activities Removal of gang related items Notify juvenile authorities and/or law enforcement.

USE OF A PAGER-PHONE-ELECTRONIC DEVICE ON SCHOOL PROPERTY: During the regular school day students are not allowed to use a pager, cell phone, hand-held radio, remote modem devices, audio, video, music or game device or any other handheld communication device on school property during school hours. **Text messaging, video or still photography with cell phones at school is specifically prohibited.**

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
4 - 12	Confiscation and Up to 3 days ISS	Confiscation and up to 5 days ISS	Confiscation and and up to 5 days OSS
K. - Gr. 3	Confiscation and Notify of parents	Confiscation and up to 3 days restricted activities	Confiscation up to 5 days restricted activities

POSSESSION OR USE OF DISRUPTIVE/HARMFUL DEVICES OR ITEMS: (i.e. any propellant or explosive device, firecrackers, water balloons, snowballs, rocks, peashooters, stink bombs, water guns, etc.)

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 7 - 12	Up to 5 days ISS	Up to 5 days OSS	Up to 10 days OSS
Gr. 4 - 6	Up to 3 days ISS	Up to 5 days ISS	Up to 5 days OSS
K - Gr. 3	Parent, student, administrator conf. may lose privileges	Parent Contact Up to 3 days restricted activities	Parent Contact Up to 5 days restricted activities

PROFANITY DIRECTED TOWARD A STAFF MEMBER:

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
All levels	Up to 5 days OSS	Up to 10 days OSS	Up to 10 days OSS

PUBLIC DISPLAY OF AFFECTION: hugging, kissing or any physical contact which is inappropriate in the school setting

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 7 - 12	Student conference	Parent Contact	ISS or Saturday school
Gr. 4 - 6	Student conference	Parent Contact	ISS or Saturday school
K - 3	Student conference	Parent Contact	Up to 3 days restricted activities

SEXUAL HARASSMENT: inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards, including words, spoken or written, touching, or other physical contact of a sexual nature.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 7 - 12	Parent Contact Up to 5 days ISS	Parent Contact Up to 5 days OSS	Parent Contact Up to 10 days OSS
Gr. 3 - 6	Parent Contact Up to 5 days ISS	Parent Contact Up to 10 days ISS	Parent Contact Up to 10 days OSS
K - Gr. 2	Parent Contact Up to 3 days restricted activities	Parent Contact Up to 5 days restricted activities	Up to 3 days OSS Parent Conf. prior to readmittance to school

SEXUAL MISCONDUCT: engaging in any sexual behavior or sexual acts on school grounds, in or on any property belonging to the school, or on school sponsored trips or activities. This also applies to behavior which subjects another person to sexual contact with or without the person's consent including acts covered by the Safe Schools Act 1-113 1301 & 1298 such as forcible rape (566.030 RSMo), forcible sodomy (566.060 RSMo), sexual assault (566.040 RSMo)

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>
All levels	Up to 30 days OSS	Refer to Supt. for Expulsion Report to Law Enforcement

THEFT: (Petty) stealing or attempting to steal private or school property valued at less than \$750.00

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 4 - 12	Parent Contact Restitution Up to 10 days ISS	Parent Contact Restitution Up to 10 days OSS
K - Gr. 3	Parent Contact Restitution Up to 3 days restricted activities	Parent Contact Restitution Up to 5 days restricted activities

THEFT: (Larceny) stealing or attempting to steal private or school property valued at \$750.00 or more.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>
All levels	Up to 10 days OSS Refer to Law Enforcement	Refer to Superintendent for suspension Refer to Law Enforcement

**Severity of first offense may be referred to the Superintendent for long term suspension/expulsion.

TOBACCO - USE or POSSESSION: including but not limited to cigarettes, cigars, chewing tobacco, snuff, matches, lighters or similar items. Students are not to use or have possession of tobacco products at school activities or on school property. All tobacco will be confiscated.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offenses</u>
Gr. 4 - 12	Parent Contact Up to 3 days ISS	Parent Contact Up to 5 days ISS	Parent Contact Up to 10 days OSS
K - Gr. 3	Parent Contact	Parent Contact Loss of Privileges	Parent Contact; up to 3 days restricted activities

TRUANCY: absence from school or class without the knowledge and/or consent of parent and school officials. This includes being on or off campus, but out of assigned area without permission of school officials or being absent and not having parent contact with the school and office upon returning to school.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 4 - 12	Parent Contact 1 day ISS	Parent Contact 3 days ISS	ISS/**Saturday School

K - Gr. 3	Parent Contact Loss of privileges	Parent Contact Up to 3 days restricted activities	Parent Contact Up to 5 days restricted activities
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VANDALISM: willfully causing substantial damage or attempting to cause substantial damage to any property, real or personal, belonging to school, staff or students.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offenses</u>
Gr. 4 - 12	Parent Contact Up to 5 days OSS Student-Parent assume cost and/or labor for repairs	Up to 10 days OSS Student-Parent assume cost and/or labor for repairs
K - Gr. 3	Parent Contact Up to 5 days restricted Activities; student-parent assume cost and/or labor for repairs	Up to 3 days OSS; Parent conference prior to readmittance to school readmittance to school Student-Parent assume cost and/or labor for repairs

Institutional (school) vandalism is a Class A misdemeanor and will be referred to Law Enforcement Officials. If damage exceeds \$2,000, the offense is a Class D felony. Both of these classes of offenses will be subject to long-term suspension

VIOLENT BEHAVIOR//THREATS OF VIOLENCE/TERRORISTIC ACTS/THREATS OF TERRORISTIC ACTS INCLUDING THREATS TO HARM OTHERS OR ONESELF, to INCLUDE BOMB THREATS

Immediate Out-of-School Suspension for up to 180 days or **EXPULSION** upon referral to the Superintendent.

WEAPON(S) - POSSESSION, USE or ATTEMPTED USE: Bringing onto the school grounds or property any item that is ordinarily considered to be a weapon such as defined in The Safe Schools Act of 1996, section 571.010, RSMo: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a bladed instrument, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or a switchblade knife and others not named. School property includes, but is not limited to district-owned buildings, leased or rented facilities; school-sponsored activities; field trips, school vehicles and buses and any school bus stops. This policy is in effect before, during and after school. (This policy shall not be construed to prohibit the Board of Education from allowing a Civil War reenactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.) *This violation will be reported to the appropriate law enforcement agencies.*

<u>Level</u>	<u>First Offense</u>
All levels	Expulsion or suspension of not less than one year Contact Law Enforcement