

Latham R-V School
Student Handbook
And
Discipline Policy

2021-2022 Academic Year

Table of Contents

Contact Information.....	4
Board of Education Meetings.....	4
Methods of Communication.....	4
Mission Statement, Vision, and Beliefs.....	5
GENERAL INFORMATION	
Daily Schedule.....	6
Tardy Policy.....	6
Drop Off and Pick Up (Student Release from School).....	6
Visitors.....	6
Breakfast and Lunch.....	6
Attendance Policy.....	7
Student Attendance Truancy and Educational Neglect.....	8
Report Card, Grades.....	8
Honor Roll.....	9
Parent-Teacher Conferences.....	9
Student Use of School Phone.....	9
Cell Phone/Electronic Devices.....	9
Computer Acceptable Use Policy.....	9
District and State Assessments.....	10
Things to Leave at Home.....	10
Birthday and Party Treats.....	10
Dress Code.....	10
Promotion and Retention.....	10
School Cancellations and Early Dismissal.....	11

Photography/Video/Directory Information.....11

SPECIAL SERVICES AND PROGRAMS

Title 1.....12
Response to Intervention (RTI).....12
Community-Teacher Organization (CTO).....12
NCLB Complaint Procedures.....12

MEDICAL INFORMATION

Student Emergency Information.....14
Immunization Requirements.....14
Guidelines for When to Keep Your Child Home from School.....15
Medication Administration (Prescription & OTC).....16

DISCIPLINE

Parent Notification of Office Referral.....17
Disciplinary Actions.....18
Disciplinary Code of Conduct.....20
Student Bus Conduct.....26
Bullying.....27
Firearms and Weapons in School.....28
Student Use of Tobacco, Alcohol, and Drugs.....28
Harassment.....28

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Dear Parents,

Welcome to the 2021-2022 school year! We are excited to team with you to provide our students with the very best education available. Parental involvement in a child's education enhances the learning experience and creates a road to a successful academic career.

This handbook has been prepared to provide information about our school to our students, parents, faculty, and others living in the Latham R-V School District.

Copies of the school district policies adopted by the Board of Education are available for public view in the office and on the district website.

Board of Education Meetings

The Latham R-V School Board meets on the third Wednesday of each month. The meetings are held in the Elementary School. Everyone is invited and welcome to attend.

Methods of Communication – Staying Informed

- District Website (www.lathambraves.com) – The district website provides information such as breakfast and lunch menus, activity calendars, faculty contact information, school board information, links to other useful websites, and many other helpful resources.
- Remind 101 – Remind 101 is a parent notification system that will be used to notify parents via text message of high priority situations at school. It will also be used to send general information to parents.
www.remind.com.
- Parent & Student Handbook – It is vital that all parents and students read and understand the handbook. Please read through this handbook, then sign and return the sheet in the back.

- Brave Bits-The Brave Bits Newsletter will be mailed to every patron in the district quarterly. It contains general information from our school.
- District Facebook page-We will post important information, accomplishments, and pictures of our students.

Statement of Mission, Vision, and Beliefs of Moniteau County R-V School District

Mission:

Linking Learning to Life through Teamwork

Vision:

Educating students so they can be responsible and productive citizens in our society.

Beliefs:

We believe students of today will live in a different future and we must prepare them to confront new challenges.

We believe that the collaboration between school, home, and community is essential for meaningful education.

We believe children have the right to an education.

We believe every child comes to us with natural talents and abilities and through education we shall enhance those qualities.

We believe life is an ever-changing lifelong process and people need to view themselves as lifelong learners.

GENERAL INFORMATION

DAILY SCHEDULE

7:30 a.m. Doors open for students. Students should not arrive at school prior to 7:30 a.m. Teachers are not available to supervise prior to this time. Anyone arriving after 7:50 will need a parent to sign them in at the office and will be considered tardy.

The school day ends at 3:30. Any student leaving before this time will be docked for their time missed.

TARDY POLICY

School begins at 7:50 a.m. A student will be considered tardy after this time. They will need to be checked into the office by a parent or guardian before going to class.

DROP OFF & PICK UP

Any student who leaves during the school day will need to be signed out by a parent/guardian at the office. Students who are entering school after 7:50 a.m. will need to be signed in by a parent/guardian. Students may not leave school grounds without permission from the classroom teacher or the office. Please be on time when picking up your student, teachers and staff are not available or scheduled to supervise students after 3:30 pm. If a child is late getting picked up more than three times, the Children's Division may be called.

VISITORS

All visitors, including parents, must check in at the office. If you will be in the building after 7:50 a.m. you will be expected to have a visitor's badge. Visitors should contact the office and classroom teacher before coming.

BREAKFAST & LUNCH

Breakfast Times: 7:30 a.m.-7:50 a.m.

Breakfast Prices: Regular Price-\$1.20 Reduced Price-\$0.30

Lunch Times: K-4 11:15-11:35 5-8 11:35-11:55

Lunch Prices: Regular Price-\$2.40 Reduced Price-\$0.50

Milk Prices: \$0.30

We ask that all lunch accounts be paid upfront and a positive balance be maintained. Students whose lunch accounts are negative or below \$0.00 will lose their extracurricular activity and field trip privileges.

This institution is an equal opportunity provider.

ATTENDANCE POLICY

It is the belief of Latham Elementary School that good school attendance is vital to student success. Education is a total process based upon continual communication and shared responsibilities among parents, students, and teachers. Activities that take place in the classroom are an important part of the learning process. A day lost from class can never be recaptured. The dialogue that takes place between a teacher and students cannot be duplicated, and make-up work creates a hardship on students and teachers.

The Board of Education has established the following rules and regulations regarding attendance for elementary students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

We realize that students will miss school due to illness, emergency situations, unexpected, and prearranged occurrences. **When a student misses school for any reason, parents are required to notify the office of the absence by a phone call or note. Parents should notify the elementary office ahead of time when**

prearranged absences will occur. If a student sees a doctor during their absence, a copy of proof of their doctor's visit should be returned to school. Documentation will be required for any and all absences to be considered excused.

Attendance patterns for all students will be monitored and the following actions will be taken:

1. When a student has accumulated ten absences within the quarter, or three within one month, parents will be notified that continued absences may result in retention as well as a report of educational neglect to the Division of Family Services. A parent conference will be scheduled with the principal to develop a plan for improving the student's attendance.
2. The eleventh absence of a student will result in a report of educational neglect to the Missouri Division of Family Services as well as a conference to determine grade placement for the following school year.
3. If a student has a chronic health condition or significant injury that causes frequent absences, a statement from the child's doctor documenting the medical condition and the need for absenteeism must be sent to the school. A conference will then be set up with the parents and school officials to arrange for an individual accommodation plan for the student.

If students are not in attendance during the school day, they may not attend evening activities.

STUDENT ATTENDANCE TRUANCY AND EDUCATIONAL NEGLECT

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Child Abuse and Neglect Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the

superintendent/designee that a report has been made and keep the superintendent apprised of the status of the case.

REPORT CARDS

Report cards are issued at the end of each quarter. If a conference with the teacher is warranted, please call to set up an appointment.

GRADES

The following grading scale will be used for grades 3-8

100-95	A
94-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

HONOR ROLL

Honor Roll is designed to recognize effort and achievement in grades 3-8. It will be posted quarterly and will be based on the 4.00 scale. All students receiving a GPA of 4.0 will be recognized on the Principal's Honor Roll. Students receiving a GPA of 3.0-3.75 will be recognized on the Honor Roll.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held at the end of the first and third quarters. Parents of all students are strongly encouraged to attend conferences to learn about their student's progress. Conferences are also available at other times upon parent request.

STUDENT USE OF SCHOOL PHONE

Students will be permitted to use the telephone in the office for special cases. All plans for special arrangements should be made prior to the student arriving to school. Students will not be allowed to use the phone to make arrangements to visit friends, stay overnight, get forgotten items, or engage in after-school activities.

CELL PHONE/ELECTRONIC DEVICES

Student use of personal cell phones, iPods, etc. or any other similar electronic device, is strictly prohibited during the school day. These items will be confiscated if they are seen out. Parents may make arrangements with the principal to pick up these items-they will not be returned to the student. Cell phones may be used on the bus but is a privilege that can be taken away if abused.

COMPUTER ACCEPTABLE USE POLICY

All students and parents are to sign an "Acceptable Use Contract" prior to using school computers. This contract is included in the back-to-school packets and is available in the office. Students in violation of this contract will lose computer privileges.

DISTRICT AND STATE ASSESSMENTS

All students will participate in statewide or alternate assessments as determined by a student's IEP team. The MAP (Missouri Assessments Program) Test is administered in the spring and assesses math and communication arts for grades 3, 4, 6, and 7. Grades 5 and 8 will be assessed on math and communication arts as well as science. The Stanford Achievement Test is given in the spring to students in grades K-2. This assesses all basic areas of the curriculum.

THINGS TO LEAVE AT HOME

- Pets-special arrangements can be made for a pet visit-see your child's teacher.
- Knives, sharp objects, toy guns, weapons of any kind.
- Toys, electronic games, trading cards.
- Shoes with wheels are not permitted at school or school activities.

- Party Invitations-Students may only pass out party invitations if they include everyone in the class-please get permission from your child's teacher prior to sending to school.

The school will not be responsible for loss or theft of any of the above items.

BIRTHDAY AND PARTY TREATS

All birthday and party treats need to be store bought. We can no longer allow homemade treats to be brought into school. This policy will be strictly enforced. Treats must be brought in their original sealed container from the store. No foods may enter classrooms if they contain ingredients that any student is allergic to.

DRESS CODE

Student attire should be neat and clean. Clothing that distracts from the learning environment or advertises alcohol, drugs, tobacco, violence, or obscenities are strictly forbidden at school. Dresses and shorts should be of an appropriate length for a school environment.

PROMOTION AND RETENTION

It is expected that most students will be promoted annually from one grade level to the next upon satisfactory completion of work. However, a student may be retained if they are not meeting the minimum objectives set forth by the Department of Elementary and Secondary Education and the local Board of Education.

SCHOOL CANCELLATIONS AND EARLY DISMISSAL

In the event of school closing due to inclement weather the following television will be notified:

KOMU 8

KRCG 13

KMIZ 17

The Latham Facebook page

A Remind 101 message will also be sent out.

PHOTOGRAPHY/VIDEO/DIRECTORY INFORMATION

Students who are involved in activities may be periodically photographed or videotaped. This is one way the teachers and administrator are able to share students' academic growth, accomplishments, and activities (i.e. website, school publications, area newspapers, Facebook page). If you do not want your child to be photographed or videotaped, please return a signed statement indicating your desire to NOT have your child photographed or videotaped. Your signed statement will be kept on file in the office.

Please be advised that, upon request, the school district will release "directory information" concerning your child. This will include the following information: the student's name, participation in officially recognized extra-curricular activities, height and weight of members of athletic teams, dates of attendance, awards received, photographs, and other similar information. If you do not want this type of information about your child released, please send a note to that effect to the principal.

SPECIAL SERVICES AND PROGRAMS

TITLE 1

Latham Elementary School is a "schoolwide" Title 1 school. This allows all elementary students to receive Title 1 services as deemed appropriate and necessary by their classroom teacher and the Title 1 coordinator. Parent meetings and activities are an important part of this program. Please plan to attend and enjoy parent meetings/activities whenever possible.

RESPONSE TO INTERVENTION (RTI)

RTI is a process that uses early and frequent assessment to identify students in need of specialized instruction/interventions. RTI includes instruction for students individually, in small groups, or in large groups based on individual need. The goal of RTI is to provide focused support for students. Kindergarten through eighth grade participates in the program. Thirty minutes of protected time is devoted to the elementary school wide RTI program.

COMMUNITY-TEACHER ORGANIZATION (CTO)

CTO is the parent-teacher organization for our district. This organization supports and organizes school fundraisers that directly benefit Latham's students and teachers. We welcome and encourage all parents and staff to become involved in CTO. There is no cost to join this organization! The group will meet

periodically, please keep an eye out for more information as to the first meeting date.

EVERY STUDENT SUCCEEDS ACT COMPLAINT PROCEDURES

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.

MEDICAL INFORMATION

STUDENT EMERGENCY INFORMATION

Every student will have student data information on file in the office. Please inform the school of any change in address, home, work, and cell phone numbers, or emergency contact information.

When a student is injured or becomes ill at school, and in the judgment of the office staff should be sent home, the parent is called. If in the judgment of the office staff, the student's life or health is in immediate danger, emergency services will be called and you will be notified of the emergency subsequently.

IMMUNIZATION REQUIREMENTS

It is unlawful for any student to attend school unless he has been immunized or produces satisfactory evidence of having begun a process of immunization as required under the rules and regulations of the Division of Health of the Department of Public Health and Welfare. This does not apply to a child if one parent or guardian objects in writing to the administration of the immunization. All students must present proof of compliance with the immunization rule on the first day of enrollment.

Requirements are:

- 4-5 doses of DPT with the last dose on or after 4th birthday OR no more than 6 doses total. (4 doses of DPT for students kindergarten through sixth grade)
- 3 doses of OPV with the last dose on or after 4th birthday OR no more than 4 doses total. (4 doses if IPV/OPV combined for kindergarten through third grade)
- 2 doses of measles, mumps, rubella vaccine (1 mumps and rubella vaccine for students in grades 3-6)
- 3 doses of Hepatitis B vaccine
- 1 varicella (chicken pox) vaccine or proof of disease required for students entering kindergarten, first, and/or second grade. A statement signed by parent/guardian or physician indicating the

month and year the child had chicken pox satisfies the proof of disease.

GUIDELINES FOR WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

A student shall not attend school or school-sponsored activities while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Please review the following guidelines. We ask that you refer to them when deciding whether your child is well enough to be in school.

1. If your child's oral temperature exceeds 100 degrees Fahrenheit, **your child should remain home for 24 hours after the temperature returns to normal or for 24 hours after antibiotic treatment has been initiated.**
1. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
2. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn, your child should not attend school.
3. If there are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching, or crust on eyelids, the child should be evaluated by a physician.
4. If there are signs of infestation with lice (nits in the hair) the child should be evaluated for treatment with a pediculicide. Our school observes a "nit-free" policy.
5. If your child has an unusual rash not yet evaluated by a physician, the child should not attend school.

MEDICATION ADMINISTRATION (PRESCRIPTION & OTC)

If students are to be administered medications throughout the school day, the medication should be sent in its original box or bottle. Written instructions from a physician should be sent with the medication.

If Tylenol is needed during the school day, parents will be notified PRIOR to dispensing any medication to the student.

DISCIPLINE

Classroom teachers will be responsible for the discipline in their individual classrooms. The entire faculty and staff will be responsible for areas used by all students, such as halls, cafeteria, playground, etc. The classroom teachers shall involve the principal in situations of a serious nature. The principal shall use appropriate administrative consequences for unacceptable behavior at the elementary level. Disciplinary actions will abide by school policy.

If a student's behavior warrants in-school or out-of-school suspension, all class work will be due the day the student returns to class. A student who misses class due to disciplinary action must work independently without the support of the classroom teacher. A classroom teacher will not leave his/her class to assist a suspended student.

PARENT NOTIFICATION OF OFFICE REFERRAL

Parents of any student that is sent to the office will be notified that day by a phone call from the principal explaining the reason for the referral and the consequence the student received.

SCHOOL RULES AND PROCEDURES

Recess Rules

1. Leave nature alone-trees, flowers, leaves, rocks, animals, etc. all need to be left alone.
2. Dress appropriately-shoes must be worn at all times.
3. Stay off of the ground (rolling around, wrestling, etc.)
4. Respect school property-this includes using equipment as it is intended.
5. Use appropriate language
6. Respect the personal space and property of others.
7. Keep hands, feet, and all other objects to yourself.

Recess Consequences

First Offense:	Reteach Rule
Second Offense:	Five minute loss of recess. Student must explain which rule was broken and what they will do differently next time.
Third Offense:	Sit out remainder of recess, plus loss of next day's recess. Student must explain what

they will do differently next time. The recess duty teacher will contact parent. Student may walk track if teacher agrees to it.

Fourth Offense: Sent to the administrator. Behavior plan will be made, loss of recess for one week. Student will contact their parent. Student may walk track if teacher and administrator agrees to it.

Fifth Offense and Beyond: Loss of recess privilege to be determined by teacher on duty and administrator. Parent will be contacted. Student may walk track if teacher and administrator agrees to it.

***Teachers on recess duty will document incidents.

BUILDING RULES AND PROCEDURES

Hallway-All students need to be silent in the hallways and once they enter doors from outside. Students will lose recess privileges for failure to respect the learning of others.

There will be no jumping to touch ceilings, rafters, beams, flags, basketball nets, or any other reason for feet to leave the ground.

First offense for jumping: Clean walls in the building hallways

Second offense and beyond: Clean walls and floors in building hallways

Cafeteria-

Students need to use inside voices

Students are not permitted to share food with other students

Students need to stay seated until the lunch shift is over (students may put trays and trash away but must return to their seat).

Sitting outside on the patio is a privilege and can be lost at any time.

DETENTION

Detention will be held before school on Tuesdays and Thursdays from 6:30 AM until 7:30 AM or after school on Tuesdays, Wednesdays, and Thursdays from 3:30 PM until 4:30 PM.

Detentions will be for any student who misses recess 3 times in a month or students who have 3 or more late assignments in a month. Late is considered anything past 24 hours of the due date and time. A detention slip will be sent home to be signed by the parent where they will pick the day of the week and AM or PM. **Students are expected to be on time for morning detention and parents are expected to be on time when picking up for afternoon detention or a suspension will be granted.**

During detention there will be:

NO talking, eating, drinking, sleeping, electronics, or chewing gum.

Students may do homework or write an essay. They will not be allowed to read for pleasure or AR goals.

DISCIPLINARY ACTIONS

The following disciplinary actions reflect interventions which are available when handling disciplinary matters. Alternative action may be taken at the discretion of the principal. The principal, being responsible for discipline in the building, may take action on behaviors not specified or contained in this document. On days when school is canceled, the disciplinary action will be extended to account for those days school was not in session.

Student Conference-A conference between the student and principal. During this conference, the student must agree to correct their behavior.

Loss of Privileges-Extra-curricular activities, special privileges, recess, field trips, assemblies, etc. may be revoked if the student requires disciplinary action.

Parent Involvement-Parents and/or legal guardians will be notified by telephone, personal contact, letter, email, or certified letter. A conference may be required as needed.

Temporary/Permanent Removal from Class-A student may be temporarily or permanently removed from a class. A conference between the student, parent/guardian, teacher, principal, and or other personnel may be held if deemed necessary by the principal.

Subsequent Offenses: Minimum - Long Term Suspension (11 – 150 Days OSS)
Maximum - Expulsion

Use and/or possession of lighters, matches, etc.

First Offense: Minimum – Student Conference & Confiscation
Maximum – Long Term Suspension (6 – 10 Days OSS) & Confiscation

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS) & Confiscation
Maximum - Expulsion

Assault - (See Policy 2673)

Assault of a Student or Staff Member – Use of physical force with the intent to do bodily harm.

First Offense: Minimum - Temporary/Permanent Removal From Class
Maximum - Long Term Suspension (6 – 150 Days OSS)

Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Fighting - Mutual conflict in which both parties have contributed to the incident either verbally or by physical action.

First Offense: Minimum - Temporary/Permanent Removal From Class
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Bullying – (See Policy 2655)

The intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

First Offense: Minimum - Student Conference
Maximum - Short Term Suspension

Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Cell Phone/Electronic Devices – (See Policy 2656)

Cell phones and other electronic devices are not to be displayed or used at school between regular school hours unless authorized by school personnel. Under no circumstances are unauthorized pictures and unauthorized text messaging permitted. Cell phones are to be kept inside a student's backpack. All other locations will be subject to confiscation from a school official.

First Offense: Confiscation and Parent Contact

Second Offense: Confiscation and Parent Pick Up

Subsequent Offenses: Out of School Suspension (1 – 150 Days)

Cheating – *Using, submitting, providing, possessing, or attempting to obtain data or answers by means other than those authorized by the teacher.*

First Offense: Minimum - Parent Involvement & No Credit
Maximum – Short Term Suspension (1 – 5 Days OSS) & No Credit

Subsequent Offenses: Minimum - In School Suspension & No Credit
Maximum – Long Term Suspension (6 – 150 Days OSS) & No Credit

Defiance of Authority – *Refusal to obey directions or defiance of staff authority*

First Offense: Minimum - Student Conference
Maximum - Short Term Suspension (1-5 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum – Long Term Suspension (6 – 150 Days OSS)

Destruction of Property – *Cause or attempt to cause destruction or damage to a person's personal property or school district property. Student may be subject to legal prosecution.*

First Offense: Minimum - Restitution/Parent Involvement
Maximum - Restitution/Expulsion

Subsequent Offenses: Minimum - Restitution/Detention
Maximum - Restitution/Expulsion

Disorderly Conduct – *The disruption of classes or causing disturbances in the school or on the school bus.*

First Offense: Minimum - Student Conference

Maximum - Short Term Suspension (1 – 5 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 150 Days OSS)

Disrespect - Any display of lack of cooperation, discourtesy, or disrespect toward others.

First Offense: Minimum - Student Conference
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Parental Involvement
Maximum - Long Term Suspension (6 – 150 Days OSS)

Drugs, Narcotics and Alcohol – (See Policy 2640)

Presence under the influence, possession, distribution, transfer, and/or sale of alcohol, illegal drugs, non-prescription drugs, substances represented to be a drug or alcohol, drug paraphernalia, or noxious substances while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Expulsion

Subsequent Offenses: Minimum - Long Term Suspension (6 – 150 Days OSS)
Maximum - Expulsion

Prescription Medication – Possession of a prescription medication, without authorization, on school premises or on a school bus. Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: Minimum - Parent Involvement
Maximum - Expulsion

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Expulsion

Extortion – Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Long Term Suspension (6 – 150 Days OSS)

Forgery – *Providing, writing, or impersonating another for the purpose of falsifying school related information.*

First Offense: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - In School Suspension
Maximum - Long Term Suspension (6 – 150 Days OSS)

Harassment – (See Policy 2130)

To create an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct.

First Offense: Minimum - Student Conference
Maximum - Short Term Suspension (1 – 5 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 150 Days OSS)

Improper Language – *Any inappropriate comment, obscenity, obscene gesture, swearing, or cursing, whether verbal, nonverbal, or written.*

First Offense: Minimum - Student Conference
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 150 Days OSS)

Disruptive or Demeaning Language or Conduct – *Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.*

First Offense: Minimum - In School Suspension
Maximum – Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Long Term Suspension (6 – 150 Days OSS)

Inappropriate Sexual Conduct – (See Policy 2130)

Physical touching of self/ another student in the area of the breasts, buttocks, or genitals.

First Offense: Minimum - Student Conference
Maximum - Long Term Suspension (6 – 150 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum - Expulsion

Use of sexually oriented or perceived sexually oriented language, objects, or pictures.

First Offense: Minimum - Student Conference
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 150 Days OSS)

Indecent Exposure – Includes display of breasts, buttocks and genitals in a public location.

First Offense: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Motorized Vehicles and Bicycles – The operation of motorized vehicles is prohibited for any student not holding a valid Missouri Driver's License. The student privilege to operate a motorized vehicle or bicycle is subject to the following rules:

1. Student must operate their vehicle safely.
2. Student must observe speed limits.
3. Student must give pedestrians/walkers and buses the right of way.
4. Student may not sit in or on vehicles during school hours.
5. Student must enter and exit through designated areas.

6. *Student must park in designated areas only.
Buses will precede motorized vehicles and bicycles when leaving school property.*

First Offense: Minimum - Student Conference
Maximum - Loss of Privileges

Subsequent Offenses: Minimum - Detention
Maximum - Loss of Privileges

Smoking/Possession of Tobacco – *Use and/or possession of tobacco and/or smokeless tobacco products will not be permitted in the school building, on the school premises, or at school-sponsored activities. Smoking paraphernalia, lighters, matches, etc. will be confiscated and not returned to the student.*

First Offense: Minimum - In School Suspension
Maximum – Short Term Suspension (1 – 5 Days OSS)

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Long Term Suspension (6 – 10 Days OSS)

Theft – *The acceptance, possession, purchase, taking and/or transfer of property belonging to another without the owner's consent. Offenders are subject to legal prosecution and restitution.*

First Offense: Minimum - Restitution/Loss of Privileges
Maximum - Restitution/Long Term Suspension (6 – 150 Days OSS)

Subsequent Offenses: Minimum - Restitution/In School Suspension
Maximum - Restitution/Expulsion

Threats – *Any verbal action, physical action, or written statement made with the intent to harm an individual's life, physical well-being, emotional well-being, and/or personal property. Comments which could be construed as threats will be taken seriously.*

First Offense: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 150 Days OSS)

Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Truancy – (See Policy 2340)

Absences or tardies from class or classes without authorization - (See Policy 2310 and the Attendance section of this handbook.)

Leaving School Property – *Leaving School Property Without Permission*

First Offense: Minimum - In School Suspension
Maximum - Short Term Suspension (1 – 5 Days OSS)

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Long Term Suspension (6 – 10 Days OSS)

Weapons – (See Policy 2620)

Students are not to bring weapons or imitation weapons to school. A weapon is defined as any object used or which could be used, with the intent to harm, or any object which appears as if it could be harmful. Cases where students are in possession of a weapon will be referred to the superintendent of schools. Students in possession of a weapon are subject to legal prosecution as well as school disciplinary actions.

First Offense: Minimum - Parent Involvement
Maximum - Expulsion

Subsequent Offenses: Minimum - Suspension (1 – 150 Days OSS)
Maximum - Expulsion

STUDENT BUS CONDUCT

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. Behavior on school buses is governed by all the rules described within the Student Discipline section of this handbook. In addition, the following behavior rules apply specifically to behavior on school buses:

1. Follow the directions of the driver.
2. Remain in your seat while the bus is in motion.
3. Aisles must be kept clear at all times.
4. Keep all parts of your body inside the bus.
5. Do not throw objects within, out of, or at the bus or other vehicles.
6. Student actions or volume should not be distracting or prevent the driver from performing his/her job.
7. Wait for the bus driver's signal before crossing the road.
8. Walk in front of the bus; never walk behind or along the side of the bus.
9. No live animals on the bus.

Student Bus Conduct Consequences

First Offense: Loss of recess, assigned seat, written essay about appropriate bus behavior, and parent contact.

Second Offense: Loss of bus riding privileges for one full day (AM and PM route).

Subsequent Offenses: Loss of bus riding privileges for 5 days or more.

Removal from the bus for the remainder of the school year will be used if discipline problems persist.

Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such period of time as deemed proper by the Superintendent, building principal or designee. Such bus suspensions will not constitute an “out of school suspension” under the IDEA or Section 504 unless transportation is included as a necessary related service in the student’s IEP or Section 504 Plan. Uniform rules of conduct and disciplinary measures will be enforced.

(Regulation 5620)

Bullying (Board Policy 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.

Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

Firearms and Weapons in School (Board Policy 2620)

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis.

Student Use of Tobacco, Alcohol and Drugs (Board Policy 2640)

Smoking -

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.

Alcohol and Drug Use -

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), disabled students protected under Section 504 of the Rehabilitation Act, who are currently engaging in the illegal use of controlled substances, including alcohol, may negate his/her eligibility or disciplinary protections under Section 504 and the Americans with Disabilities Act regardless of whether his/her disability is related to the alcohol or drug abuse. Disabled students protected under the IDEA, who engage in the illegal use of controlled substances, including alcohol, may be placed in an Interim Alternate Educational Setting pursuant to 20 USC § 1415(k).

Harassment (Board Policy & Regulation 2130)

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

