

# Mid-Buchanan Elementary School Student Handbook

“Home of the Dragons”



3221 SE State Route H  
Faucett, MO 64448  
(816) 238-1646

THIS BOOK BELONGS TO:

Name \_\_\_\_\_

**If you have any questions or concerns regarding anything contained in this handbook, please call the Elementary Office at (816) 238-1646 ext. 254  
Thank you for your support**

# MID-BUCHANAN R-V STUDENT HANDBOOK

Welcome to Mid-Buchanan Elementary School! You are now a member of a student body that takes pride in our school and enjoys a variety of opportunities for developing various interests and abilities. As Mid-Buchanan Dragons, we strive to develop intellectual, social, and physical skills that are important to the educational process and will better prepare you for a challenging and changing society. We offer a broad curriculum including Reading, Math, Science, English, Social Studies, Technology, Character Education, Physical Education, Health, Music, Art and Band.

This handbook has been prepared to make parents and students aware of the procedures, guidelines and instructional programs offered here at Mid-Buchanan Elementary School and it will be of great value in helping you adjust and become an integral part of our school community. Please remember that student success in school depends upon student efforts, and your personal school experience will be whatever you and your family choose to make of it. I hope you will join us in holding true to the spirit and commitment it takes to make our school outstanding.

To ensure student success, it is a must that children learn to develop self-discipline. We ask you and your family to discuss the importance of, and need for, good manners and a positive attitude. We feel that this is something all parents want and should expect of their children.

We begin each day by reciting the Pledge of Allegiance followed by the Dragon Pledge. The Dragon Pledge was written by elementary school students.

## DRAGON PLEDGE

As a Mid-Buchanan Dragon  
I WILL be responsible for  
My behavior and school work.  
I WILL show respect to others.  
I recognize that it is my job  
To make the most of every day,  
Knowing that the choices I make  
WILL affect me now, and in the future.

## CHARACTER EDUCATION

Creating and sustaining a meaningful approach to character education requires a partnership between home, school and community. The values we are focusing on at our school are:

September:

### **Responsibility**

Fulfilling our duty to take care of others and ourselves by making good choices

October

### **Courage**

Doing the right thing in the face of difficulty and following your conscience instead of the crowd.

November

### **Self-Control**

Demonstrating hard work controlling your emotions, words, actions, impulses and desires.

December

### **Compassion**

A sincere feeling of concern or understanding that moves you to show acts of love, caring and kindness

January

**Respect**

Showing regard for the worth of someone or something – “The Golden Rule.”

February

**Honesty**

Telling the truth and being a person worthy of trust

March

**Cooperation**

Working together while treating others with mutual concern, respect, equality and fairness.

April

**Perseverance**

Best effort with persistence – not giving up.

May

**Citizenship**

Acts of service to country, community, school, and classrooms based on an understanding of rights and responsibilities

**These traits will be emphasized throughout the year in a variety of ways. Students are encouraged to show strong character at home as well as school and can be recognized for exemplary character. Each month classes will choose one student to honor for their good character.**

## **GENERAL RULES & REGULATIONS**

1. Students should walk in the halls, on the stairs, and throughout the building safely.
2. As students, you are representing the school and must act as ladies and gentlemen. Please demonstrate proper respect at all times.
3. Restrooms should only be used for the purpose intended. Custodians make every effort to keep the restrooms neat and clean, but this task requires student cooperation.
4. No food or drink is allowed in the gym, library/media center or computer lab.
5. Hats may be worn outside, but should be removed in the building unless it is a special celebration (Homecoming, Read-In Day, etc.).
6. The office phone may be used only for legitimate business reasons, and permission must be obtained.
7. All visitors or guests must sign in at the office upon arrival and receive a visitor's badge.
8. Students are expected to ride only the buses to which they are assigned.
9. Electronic devices (radios, video games, DVD or CD players, beepers, cell phones, etc.) are not to be brought to school or operated in the building. These items may be confiscated if this rule is overlooked.
10. Laser devices are not allowed on school property.
11. No school organization shall be formed or operated without the consent of the superintendent and the principal.
12. No student shall be permitted to incur medical bills chargeable to the school district.
13. All students are given vision and hearing tests by qualified school personnel whenever deemed necessary.
14. All Safe-School violations are reported, as outlined by law, to the appropriate agency.
15. Only students that have signed and returned internet usage agreements will be allowed access to the internet.
16. Only students that have a signed permission slip may attend field trips
17. Students shall not be permitted to answer any personal phone calls. Office personnel will deliver emergency messages to the students.

***The principal reserves the right to alter or amend the rules stated herein under conditions that may be extenuating in any given situation.***

***\*Topics appear in alphabetical order...***

## ATTENDANCE

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RS Mo.) 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. If your child must miss school, please contact the elementary office at 238-1646 ext. 254 as early as possible and send a written excuse for the absence upon their return. After missing 5 days within a quarter, a doctor's note will be requested.

### **Excusable Absences**

In case of absence, it is the responsibility of the parent/guardian to notify the school. A note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note and/or telephone call is not received.

*Excusable absences include, but are not limited to:*

1. Illness of the student (A doctor's statement may be required to support extended or frequent absences.)
2. Days of religious observance.
3. Death in the family (Each district shall define the degree of relatedness required to excuse absence.)
4. Family emergencies, which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each district shall define the degree of emergency required to excuse absence.)

The following procedures should be followed by students and/or parents when students are absent, so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments should be obtained in advance if the absence is foreseen.
2. All classroom work should be completed in a timely manner; daily classroom work should require a maximum time of two days for every day absent to be made up. Tests and projects should be arranged with the individual classroom teacher(s).

### **Unexcused Absences**

Attendance patterns for all students will be monitored. The principal and/or staff will investigate absences that are not clearly excusable, and appropriate action will be taken:

1. After a student has been absent for three (3) consecutive days, it is the school's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the school is unable to contact the parent/guardian within three (3) days or a reasonable explanation for the absence is not provided within three (3) days, the building principal shall send a letter to the parent/guardian requesting a conference.
3. If the parent/guardian does not contact the principal within a week of receipt of the letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the superintendent in writing regarding the excessive absence(s) and continue to update the superintendent on the situation.
5. Parents or guardians picking up students to leave early from school should be aware that it does count against the student's attendance.

### **Excessive Absences**

Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions. Excessive absences will be reported to Buchanan County's Prosecuting Attorney as part of Mid-Buchanan's participation in the Truancy Tracker Program. Students who have unexcused absences may be required to attend after school classes (ELT) and/or summer school to complete classroom work covered during

their absences.

Students are required to make up work as a result of class periods missed. It is the student's responsibility to meet with the teacher to obtain the necessary assignments and instructions.

Any exceptions to the items cited above shall be approved by the Board of Education.

Each principal may have written policies that further detail procedures for making up work, reporting absence, etc.

Students with *perfect attendance* will be recognized at semester, and those achieving perfect attendance all year will be honored at an end-of-year assembly.

### **BIRTHDAYS and PARTIES**

Students may bring treats in celebration of their birthday and holiday parties. All treats must be store purchased for health reasons. Homemade treats that are sent can not be served to the students. Please send birthday treats that do not have to be cut & can be easily passed out to the students (i.e., cupcakes or cookies). Also, it may be wise to check with the child's teacher beforehand, as we have several food allergies in our building. If the student is not able to carry the treats by himself, we ask that parents drop off birthday treats in the office, and they will be delivered to the child's classroom by the office staff. Teachers will allow the student to pass out the treats at some time during the day when it is convenient for their schedule. Please keep in mind, this is a small recognition for the birthday child and not a birthday party in the classroom. If your student is planning a party outside of school and would like to give out invitations at school, no one may be left out. For younger students it is appropriate for girls to invite all girls or boys to invite all the boys from a class or grade level. If anyone is left out, the invitations will be sent back home with the student to be mailed from home.

### **BOOK DAMAGE**

Each student is responsible for books assigned and/or checked out in their name. Students will be charged for the replacement of lost or damaged books.

### **BREAKFAST**

Breakfast is served daily from 7:30-8:00 a.m. Students arriving after 7:50 a.m. may take a "to go" breakfast to the classroom, so they are not late to class. The breakfast program follows the same nutritional guidelines as the lunch program. If you do not want your child to participate in breakfast, please let the office know, and we will place your child on a "Do Not Serve" list.

### **BUS BEHAVIOR**

1. For safety and security, buses are equipped with an audio and video recording device.
2. The driver is in charge of the bus, and all students must obey the driver promptly.
3. Students must be at their stop 5 minutes prior to the estimated bus arrival time.
4. Loud talking, yelling and screaming is dangerous and is not allowed.
5. **NO CANDY, FOOD, DRINKS FLOWERS OR BALLOONS ARE ALLOWED ON THE BUS.**
6. All students are required to remain seated and facing forward with your legs and feet out of the aisle while the bus is in motion.
7. Students are not allowed to put anything out the windows.
8. Damaging or defacing school bus property will result in a loss of riding privileges, and any damages should be reported at once.
9. Not following the bus rules may result in loss of privilege to ride the bus.
10. All rules that apply at school, also apply to the bus.

### **BUS MISCONDUCT**

Any offense committed by student on a district-owned or contracted bus may be punished in the same manner as if the offense had been committed at the student's assigned school. Misconduct may also be treated the same as school building misconduct.

FIRST OFFENSE: Principal/Student conference/warning, 1-10 days suspension from bus,  
SUBSEQUENT OFFENSE: Principal/Student conference/warning, 1-180 days suspension from bus,

## **COUNSELOR**

The counselor is available for every student. Assistance may be sought in social matters, personal problems, etc. Permission must be obtained from the teacher, counselor or office personnel prior to seeing the counselor. Appointments should be made with the counselor in advance whenever possible. Our counselor instructs classroom activities once each six-day-cycle to provide support, encouragement, social skills and character development as well as provide information on school policies such as the Safe Schools Act and harassment in an age-appropriate manner.

## **DELIVERIES**

Deliveries to students of flowers, candy, balloons, etc. are discouraged. Any student deliveries made to school will not be delivered to the student's classroom, and will be kept in the elementary office until dismissal, at which time the student may pick the delivery up from the office to go home. A parent or his/her representative would need to pick the student up from school when a delivery is made, as flowers, candy, balloons, etc. are not allowed on school buses.

## **DISTRICT TESTING**

All students in grades K-8 will be assessed using the NEWA MAP test to determine an achievement level. Those students that score below grade level may be targeted to receive Title 1 services during the regular school day and/or tutoring before or after school.

## **DRESS CODE**

Students attending Mid-Buchanan are expected to dress in a neat and socially acceptable manner. Clothing should in no way be distracting or disruptive to school or the academic process of school routine. Hats should not be worn in the building unless it is in celebration of a special event such as Homecoming or Read-In Day. Clothing imprinted with names or displaying alcoholic beverages, drugs, other illegal items, profane language, and/or sexual references may **not** be worn to school or school activities. Students wearing objectionable clothing will be asked to change (i.e., turn the shirt inside-out, wear a jacket, or call home for a parent to bring appropriate clothing).

Biker shorts may not be worn alone. All tops must meet the waist and not be judged indecent by the administration. Extremely loose clothing (baggy jeans, etc.) shall not be worn in a manner that may expose undergarments. Halter tops, half-shirts, tube tops, and tops with spaghetti straps less than 1 inch wide, are inappropriate dress for school. Any clothing that exposes under-garments or "see through" clothing is also inappropriate. The wearing of short shorts or skirts that expose inappropriate areas of the body shall not be allowed during school or school activities. Just because it is in fashion does not make it appropriate for school.

## **EARLY DISMISSAL PROCEDURES**

The following procedures apply:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal from the student's parent or guardian.
2. Early dismissals for any reason will be counted on attendance and may affect your student's attendance incentives.
3. Requests for early dismissal should be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.
4. Children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise to ensure the safety of the students.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, has the authority to

investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the school district.

### **ELEMENTARY HONOR ROLL**

The Principal's Honor Roll will honor those students earning A's and/or S's in all classes for the semester at our monthly assembly. All class grades will count toward the honor roll. Those students earning all A's all year will be honored at an end-of-year assembly.

### **EMERGENCY EXIT PROCEDURES FOR FIRE**

Designation for fire is the sounding of the fire alarm.

1. All rooms in the south wing should exit through the south doors to the west fence of the playground area accompanied by a teacher. This includes Kindergarten and second grade.
2. Rooms in the west wing (1<sup>st</sup> and 3<sup>rd</sup> grade, Title Reading, library/media, & computer lab) and rooms in the east hallway (5<sup>th</sup> grade & counselor) will exit the west wing out the west door.
3. The Preschool will exit out the preschool door and proceed to the south fence.
4. Students in the fourth grade hallway, multipurpose room, art, small gym & music room will exit out the east playground door and proceed to the west fence.
5. All staff and students should be aware of unusual circumstances and be prepared to use alternate exits at the teacher's discretion.
6. The assembly point for accounting will be along the west fence of the playground, lined up by class.
7. Teachers and staff should bring their emergency fanny packs and crisis folders if possible.

### **ENROLLMENT**

Any student enrolling in the district must have the following documentation at registration:

- 1.) Copy of state certified birth certificate
- 2.) Current immunization records
- 3.) Social security card
- 4.) Proof of residency (tax statement, rental agreement or lease, utility bill, etc.) Phone bills are not acceptable proof of residency.

Mid-Buchanan does not admit students from outside districts, so proof of residency is required.

Students entering Kindergarten must be 5 years old before August 1<sup>st</sup> and must arrange to be screened before school begins. Bus arrangements are made by our Transportation Director at 238-1646 ext. 248.

Students without current immunizations by law will not be allowed to attend school.

### **EXTENDED LEARNING TIME (ELT)**

We want all students at Mid-Buchanan to be successful in their academic schoolwork. It is the expectation that students turn in completed classroom work and homework to the designated teacher in the appropriate allotted timeframe. Should a student have difficulty with this expectation, Tuesdays after school from 3:00-4:30 p.m. are an Extended Learning Time. Students can be assigned an extended learning time by the teacher and/or administrator, or students may choose on their own to stay after school for extra help with school work. If the Extended Learning Time is required, a letter will be sent to parents or a phone call will be made prior to ELT. If the student can not stay on the designated day, an alternative Extended Learning Time must be arranged with the administrator.

### **EXTREME WEATHER COMMUNICATIONS**

Mid-Buchanan R-V District has a calling system to alert families when school is cancelled due to inclement weather. Local radio and television stations are also informed, and the information is posted on the school website at [www.midbuchanan.k12.mo.us](http://www.midbuchanan.k12.mo.us). Please be sure your telephone numbers for the calling system are up to date. We ask that you DO NOT call teachers or administrators.

### **FEES**

Students are responsible for purchasing school supplies as outlined on the appropriate grade level list, purchasing a school agenda, and many classes request payment for subscriptions to supplemental classroom materials. If any of these fees present a hardship to your family, please contact the elementary office and we will do our best to arrange other means of payment through the PTO or other school funds.

### FIELD TRIPS

Every year we take our students on educational field trips. In order to maintain the educational continuity and the safety of our field trips, we have established the following procedures for all Pre-K– 6 field trips: Sponsors will be limited to one parent per child. (On some trips we have to further limit the number of adults to meet the requirements of the site we are visiting.) Parent sponsors must ride the bus to help supervise on the trip. No siblings or additional children will be allowed to be a part of the field trip. Students will be expected to ride the bus to the site and return to school on the bus. Students will be assigned to groups with an adult sponsor, and may not leave the group even with a parent. Please follow the above procedures so that field trips can be an enjoyable and educational experience for our students.

### GRADING SCALE

A 94 - 100%	B+ 87 - 89%	C+ 77 - 79%	D+ 67 - 69%	
A- 90 - 93%	B 83 - 86%	C 73 - 76%	D 63 - 66%	F Below 60%
	B- 80 - 82%	C- 70 - 72%	D- 60 - 62%	

### LUNCH TIME

Students are required to report to the lunchroom with their class and stay there until their lunch period ends. If you would like to join your child for lunch, please call the elementary office at 238-1646 ext. 254. Please check in at the office upon arrival. We have a closed lunch period, meaning that a student is not permitted to leave school during lunchtime. Students are asked to pay on their lunch account regularly to avoid charges.

We ask that students & any visiting guests not bring soda pop into the lunchroom, so that we may follow the national nutritional guidelines.

Students that choose not to follow the lunchroom rules will be asked to move or be separated from the group. Repeat offenders may be sent to the principal.

### MEDICAL POLICY

When a student becomes ill, parents are expected to arrange for his/her care. This policy will be strictly adhered to in order to avoid exposure to other students and staff. The student must stay home at least 24 hours after a fever breaks, not when the fever begins. If the student is vomiting and/or has diarrhea, he/she must stay home 24 hours after the vomiting and/or diarrhea has stopped. If the student receives prescribed medication for a contagious illness, they must stay home at least 24 hours after beginning the medication

If a student exhibits any of the following symptoms, the student must be picked up ASAP or stay at home:

- More than one episode of diarrhea;
- Severe coughing where the student turns red or blue in the face or makes high-pitched croupy or whooping sounds after coughing;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Pink-eye; redness of lining, irritation, colored pus, drainage, discharge from the eye;
- Unusual spots or rashes;
- Sore throat or trouble swallowing with a fever >100 degrees;
- Infected skin patches;
- Gray or white stool;
- Fever over 100 degrees;
- Headache and stiff neck combination;



- Vomiting;
- Severe itching of the body or scalp.

If the student is sent home from school with one of the contagious conditions above and the student is not contagious, a note must be written from a physician stating the student will be allowed to return to school.

1. Health Standards: According to Missouri State Law, all students must be properly immunized in accordance with the standards of the Missouri State Health Department before being permitted to attend school.
2. Use of Medication: Teachers in general are not authorized to dispense medicine or aspirin. Students should, however, inform teachers if they are taking special medications. Please turn in medications to the school nurse upon arrival.
3. Nurse: The school nurse is available for every student. If a student feels the need to see the nurse, permission must be obtained from a teacher or the office. If a student is sent home ill, they should not return that evening to participate in activities. Should you need to speak with the nurse directly, please call 238-1646 ext. 173.

### **NOTICE OF DISCRIMINATION**

The Mid-Buchanan R-V Public School District does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities.

It is the intent of the Mid-Buchanan R-V School District to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by the Mid-Buchanan R-V School District.

Information regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting John K. James, Superintendent, Mid-Buchanan R-V Public School, 3221 SE St. Rt. H, Faucett, MO, 64448-9765 or 816-238-1646 ext. 175, designated coordinator for Title IX, Title VI, Section 504.

### **PHYSICAL EDUCATION**

All students must wear athletic shoes to participate in physical education. Students without the appropriate shoes will be asked to walk. Please send a note if there is a reason a student should not participate.

### **PICTURE POLICY**

Pictures are taken frequently by staff for the yearbook, newspaper, weekly newsletters, website, etc. Our school website photos will never appear with a first and last name. We will assume all students have permission to be photographed unless the teacher(s) and office are notified differently.

### **SCHEDULING MEETINGS**

To protect academic time during the day, all meetings with teachers will be scheduled before 7:45 a.m. or after 3:15 p.m. Please contact the elementary office at 238-1646 ext. 254 to schedule a time with a staff member.

### **TORNADO DRILL PROCEDURES**

A tornado drill is designated by a series of short rings of the bell system. Proceed quickly and quietly to the designated area described on the classroom map and assume a safe position with hands clasped behind the head in a tightly tucked position. All staff and students should be aware of unusual circumstances and be prepared to use alternate sites at the teacher's discretion. Silence during emergencies is required in order to hear and follow instructions to remain safe. Teachers and staff should bring their emergency fanny packs and crisis folders if possible.

### **TRANSPORTATION CHANGES**

We consider after school transportation to be one of three methods: 1) Bus 2) Before/after Athena 3) Parent pickup. If your child's transportation at dismissal will be different than what he/she normally does day-to-day, please send a note to school to notify the teacher and office. We realize that something may happen during the day, which would require a transportation change for the student. If so, please call the office **BEFORE 2:30 p.m.**, as the end of the day

is quite busy. If the teacher or office has not been notified through a parent note or phone call of a need for a transportation change, the student will be sent home using the transportation method on file. A student telling us that mom/dad will pick them up will not be accepted as notification of change of transportation.

## **VOLUNTEER OPPORTUNITIES**

We invite parents and community members to be involved in the ongoing education and support of our staff and students. If you are interested in volunteering, please contact the school office. There are a variety of ways you can offer assistance: helping in the office, making copies, laminating class materials, monitoring small groups in the classroom, working one-on-one with students, working at PTO and/or school sponsored activities, serving on committees, etc. Volunteers are expected to be appropriate role models for our students by using good manners and maintaining safe conditions at all times.

## **MID-BUCHANAN R-V BOARD OF EDUCATION POLICIES:**

### **SEARCH AND SEIZURE**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right however, is balanced by the school's responsibility to protect the health, safety and welfare of all of its students. School employees may conduct searches when they have reason to suspect that the health and safety or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is probable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons and drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.
4. A student may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items that may interfere with school purposes.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety or welfare of students who might be in jeopardy.

### **STUDENT DISCIPLINE**

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

FIRST OFFENSE: At principal's discretion, no credit for the work, grade reduction, or replacement assignment

SUBSEQUENT OFFENSES: At principal's discretion, No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson** - Intentionally starting or attempting to start a fire or explosion

FIRST OFFENSE: At principal's discretion, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion; restitution if appropriate; legal authorities notified.

SUBSEQUENT OFFENSES: At principal's discretion, 1-180 days out-of-school suspension or expulsion; restitution if appropriate; legal authorities notified

**Assault** –

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

will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

FIRST OFFENSE: At principal's discretion, conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

SUBSEQUENT OFFENSES: At principal's discretion, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

FIRST OFFENSE: 10-180 days out-of-school suspension or expulsion

SUBSEQUENT OFFENSE: Expulsion.

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

FIRST OFFENSE: Detention, in-school suspension, or 1-180 days out-of-school suspension.

SUBSEQUENT OFFENSE: 1-180 days out-of-school suspension or expulsion.

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

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

FIRST OFFENSE: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

SUBSEQUENT OFFENSE: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.

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

SUBSEQUENT OFFENSE: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Drugs/Alcohol**

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

FIRST OFFENSE: In-school suspension or 1-180 days out-of-school suspension, legal authorities notified.

SUBSEQUENT OFFENSES: 1-180 days out-of-school suspension or expulsion, legal authorities notified.

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

FIRST OFFENSE: In-school suspension or 1-180 days out-of-school suspension, legal authorities notified.

SUBSEQUENT OFFENSES: 11-180 days out-of-school suspension or expulsion, legal authorities notified.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances

and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section of 202(c) of the Controlled Substances Act.

FIRST OFFENSE: 1-180 days out-of-school suspension or expulsion, legal authorities notified.

SUBSEQUENT OFFENSE: 11-180 days out-of-school suspension or expulsion, legal authorities notified.

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

FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension, possible legal action.

SUBSEQUENT OFFENSES: In-school suspension, 1-180 days out-of-school suspension or expulsion, legal authorities notified.

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

FIRST OFFENSE: Restitution. Principal/Student conference, detention, or in-school suspension.

SUBSEQUENT OFFENSE: Restitution. Detention or in-school suspension.

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

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

SUBSEQUENT OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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

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

SUBSEQUENT OFFENSE: Restitution, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, legal authorities notified.

SUBSEQUENT OFFENSES: In-school suspension, 1-180 days suspension to expulsion, legal authorities notified.

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost.

FIRST OFFENSE: Principal/Student conference, loss of privileges, detention, or in-school suspension.

SUBSEQUENT OFFENSE: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Harassment, including Sexual Harassment**

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

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

SUBSEQUENT OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

FIRST OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

SUBSEQUENT OFFENSE: 1-180 days out-of-school suspension or expulsion.

**Hazing** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team. Hazing may occur even when all students involved are willing participants.

FIRST OFFENSE: In-school suspension or 1-180 days out-of-school suspension.

SUBSEQUENT OFFENSE: 1-180 days out-of-school suspension or expulsion.

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

FIRST OFFENSE: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

SUBSEQUENT OFFENSE: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

FIRST OFFENSE: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

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

FIRST OFFENSE: Principal/Student conference, detention, in-school suspension.

SUBSEQUENT OFFENSE: Detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.

FIRST OFFENSE: Confiscation, Principal/Student conference, detention, or in-school suspension.

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

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

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

SUBSEQUENT OFFENSE: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct** –

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

FIRST OFFENSE: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

SUBSEQUENT OFFENSE: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

FIRST OFFENSE: Confiscation, principal/student conference, detention, or in-school suspension.

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

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

FIRST OFFENSE: Restitution. Principal/Student conference, detention, or in-school suspension.

SUBSEQUENT OFFENSE: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB (prohibits any recording by students except when required at a school-sponsored activity, at performances which the general public is invited to, at open meetings of the Board of Education, or as permitted by the principal).

FIRST OFFENSE: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

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

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

SUBSEQUENT OFFENSE: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

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

SUBSEQUENT OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco** –

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

FIRST OFFENSE: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

SUBSEQUENT OFFENSE: Confiscation of tobacco product. Detention in-school suspension, or 1-10 days out-of-school suspension.

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

FIRST OFFENSE: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension

SUBSEQUENT OFFENSE: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins.

FIRST OFFENSE: Principal/Student conference, detention, or 1-3 days in-school suspension.

SUBSEQUENT OFFENSE: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.  
SUBSEQUENT OFFENSE: 1-180 days out-of-school suspension or expulsion.

**Vandalism** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

FIRST OFFENSE: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  
SUBSEQUENT OFFENSE: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons –**

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

FIRST OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion  
SUBSEQUENT OFFENSE: 1-180 days out-of-school suspension or expulsion

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

FIRST OFFENSE: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.  
SUBSEQUENT OFFENSE: Expulsion.

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

FIRST OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion.  
SUBSEQUENT OFFENSE: 1-180 days out-of-school suspension or expulsion.

## **Firearms and Weapons in School**

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921 (see below).
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2 will also be subject to suspension and or expulsion from school and may be referred to the appropriate legal authorities.

### **Definition of Firearm**

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or

2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.