

Name: \_\_\_\_\_



**ELDON MIDDLE SCHOOL**  
**Student Handbook**  
**2016-2017**

Principal: Shaun Fischer  
Assistant to the Principal: Megan Hees

Counselor: Kendra Moe

Eldon Middle School  
1400 N. Grand  
Eldon, Missouri 65026  
392-8020

[www.eldonmustangs.org/eldon-middle-school/](http://www.eldonmustangs.org/eldon-middle-school/)

**Middle School Schedule**

Doors open – 6:45  
Students Dismissed to lockers – 7:45  
Classes Begin – 7:50  
Classes Dismissed – 2:45

**Bell Schedule**

Mon, Tues, Thurs, Fri		Wednesday	
1st	7:50 – 8:37	1st	7:50 – 8:32
2nd	8:41 – 9:31	2nd	8:36 – 9:18
3rd	9:35 – 10:22	3rd	9:22 – 10:04
4 <sup>th</sup> Mustang Stampede	10:26 – 10:49	5th	10:08 – 10:50
5th	10:53 – 12:09	Lunch 7 <sup>th</sup> Grade	10:54 – 11:19
Lunch 7 <sup>th</sup> Grade	10:53 – 11:18	6 <sup>th</sup> Hour 7 <sup>th</sup> Grade	11:23 – 12:09
Lunch 8 <sup>th</sup> Grade	11:44 – 12:09	Lunch 8 <sup>th</sup> Grade	11:44 – 12:09
6th	12:13 – 1:00	6 <sup>th</sup> Hour 8 <sup>th</sup> Grade	10:54 – 11:40
7th	1:04 – 1:51	7 <sup>th</sup>	12:13 – 12:55
8th	1:55 – 2:45	8 <sup>th</sup>	12:59 – 1:45

## Table of Contents

Mission and Vision Statements .....	3
Collective Commitments and School Goals.....	3
School Hours.....	4
Student Insurance .....	4
School Dress Code and Gym Clothes .....	4
School Attendance.....	4-5
Make-Up Work.....	5
Student Activities .....	5
Student Council.....	5
8 <sup>th</sup> Grade Promotion Requirements .....	5
Honor Roll .....	6
Retention Policy .....	6
Guidance Services .....	6
Library Services .....	6-7
Assessment Program.....	7-8
Telephone Usage.....	8
Health Services .....	8-9
Middle School Athletics.....	9
Cafeteria Services.....	9
Student Discipline .....	10-16
Bus Regulations.....	16-17
District Sponsored Trips .....	17
Distribution of Non-Curricular Student Publications.....	17
Visitor's Passes .....	17
Storm Procedures for Handicapped Students.....	17
Procedures to Follow in Case of Severe Weather .....	18
Procedures to Follow in Case of an Earthquake.....	18
Interrogations and Searches by School Personnel.....	18
Distribution of Non-Commercial Foods.....	19
Special Services at Eldon R-I Schools .....	20-23
Athletic Code of Conduct .....	24
Parent/Student Contract Signature.....	25
School Calendar .....	26

Dear Students and Parents:

I would like to welcome all of you to Eldon Middle School. This handbook has been prepared for you to become familiar with the expectations, policies, procedures, and regulations for the students at Eldon Middle School.

We have a dedicated group of teachers and staff who are here to provide a quality education. Students, I challenge you to become active participants in your school. The more involved you are, the more rewarding your experience will be. Parents, I challenge you to be as active in your child's school as possible. We would like to foster a relationship between parents, students, and staff.

If you ever have any questions or comments I encourage you to call, email, or stop by anytime.

I look forward to working with you and having a great school year.

Sincerely,

Shaun Fischer

**Eldon Middle School Mission Statement:**

Our mission at the Eldon Middle School is to promote academic success, through a rigorous and relevant curriculum which encourages emotional and social growth, and to help develop purpose and direction in the lives of our students. We seek to do this in a safe and positive environment by developing positive relationships within the school, family, and community.

**Eldon Middle School Vision Statement:**

In order to achieve the mission of EMS, we commit ourselves to creating and maintaining a school that addresses and is adaptive to all students' needs in a positive, safe and cooperative manner. We envision a school in which:

- Curriculum is designed to help all students meet standards and is applicable to life;
- Instruction is adaptive, progressive and uses various strategies to engage and excite students;
- Assessment is consistent, instruction and curriculum related, and growth oriented;
- Learning environment is comfortable, free from physical, mental and emotional threat, and conducive to learning.

**Eldon Middle School Collective Commitments:**

In order to achieve our vision, the EMS staff has made the following collective commitments:

1. Implement all state standards;
2. Improve teachers' knowledge of best practices;
3. Continuously improve the learning community;
4. Encourage and support desired behaviors in students, teachers, and staff.

**Eldon Middle School Goals:**

To ensure that all students are proficient in all state standard subject areas.

To nurture characteristics in students that are respectful of themselves and others, non-violent and conducive to learning.

## SCHOOL HOURS

The building will open each morning at 6:45 a.m. for study hall purposes. Upon arriving at school, students are to immediately report to the cafeteria. The rest of the building will open at 7:20. Students are to immediately report to the gym, unless eating breakfast in the cafeteria. The dismissal bell to class will ring at 7:45 a.m.; all students are expected to be seated in their first hour class by 7:50 a.m. The bell dismissing school will ring at 2:45 p.m., except on early out Wednesdays. Early out Wednesday's dismissal time will be 1:45. All students are to leave the building and school grounds and go directly home after school is dismissed, unless permission is given to the student to remain for a school activity, special work, or to confer with a teacher. Students must have written parent permission and school administration's approval to walk home prior to the day they wish to do so. Permission for students to walk home will only be granted by school administration if the student's residence is within a reasonable walking distance from the school (as determined administration). Students will not be permitted to cross busy highways such as North Grand/Highway CC and Highway 52. In order to ensure the safety of our students, students are required to stay off the roadways. Students are encouraged to use the sidewalk behind the school or to cut across the practice field on dry days. Students who intend to walk home must get permission from Mr. Fischer or Mrs. Hees at least one school day in advance. Parents picking up or dropping off students must do so at the back entrance.

## STUDENT INSURANCE

Insurance coverage is voluntary for all students. **However, students participating in varsity sports and/or intramural(s) will be required to have school insurance or present proof of other adequate insurance.**

## SCHOOL DRESS

The attire that a student displays reveals much about that person's character. Eldon Middle School has the responsibility of helping each student build and develop a character that will assist them in being successful at their chosen field. Therefore, when deciding upon clothes to be worn at school, cleanliness, economy, and appropriateness will be factors, along with the following guidelines:

1. All clothing should be clean; this includes clothing worn in P.E.
2. Clothing with tobacco, alcohol, drugs, sexual innuendos, satanic symbols, inappropriate music lyrics or vulgar language will not be acceptable at school.
3. All shirts and tops must go over the pants while standing, sitting or bending over, e.g. no bare skin or underpants showing below the shirt or above the pants.
4. No loose fitting tank tops or muscle shirts. No backless, low cut tops, one shouldered tops or dresses. All undergarments should be covered.
5. Students will be asked to remove any jewelry which is deemed destructive to the learning environment, e.g. chains of any kind may not be worn on clothing.
6. Hats should be removed upon entering the building.
7. No gang related clothing or paraphernalia.
8. No pajama tops, bottoms and/or slippers may be worn to school.

The school reserves the right to restrict any student from attending school activities when such student dresses in a manner unbecoming to himself/herself or the student body or when his/her dress or general appearance creates a disturbing atmosphere within the jurisdiction of school officials.

## GYM CLOTHES

Students should wear their own school-appropriate gym clothes. All shirts must have sleeves; tank tops and cut-offs are not allowed. Shorts must be fingertip length. Students must wear athletic shoes, and jewelry must be removed.

If a student has a medical excuse, he or she must bring a doctor's note. The student will be expected to complete make-up work for the duration of their injury/illness.

## SCHOOL ATTENDANCE

Good school attendance is necessary for school achievement. Realizing that it is impossible to make up all the instruction lost due to being absent from class, the following attendance policy is in effect:

1. Students are expected to bring a written note to school following an absence or ask a parent to call explaining the reason for the absence. Calls must be received before 10:00 a.m.
2. Report to the office prior to attending class to receive an admit slip from the office personnel. Students will not be allowed to leave class to obtain an admit slip.
3. Excused absences must conform to one of the following definitions:
  - A Illness of the student.

- B. Medical appointments-Parents are encouraged to schedule appointments during non-school hours whenever possible. Medical appointments must be accompanied with a physician's note.
  - C. A family emergency of a serious nature.
  - D. **ABSENCE APPROVED BY THE SCHOOL PRIOR TO THE ABSENCE**, e.g. family trips.
4. Only the legal guardian of a middle school student may pick them up from school unless the legal guardian has given verbal or written permission to the school to release their son or daughter to someone else.
  5. Regular attendance at school subjects the student to many lectures, demonstrations, and participation exercises, which would otherwise be missed and often very difficult to make up. With this in mind, we feel that if a student misses more than **TWENTY** school days, that individual has not been exposed to a large portion of his/her educational opportunity and may be subject to retention at his/her present grade level, regardless of academic grades. In cases of extended illness or absences beyond 20, an approved, written statement signed by a licensed physician should be filed with the principal. Students who miss 20 or more days of school may be subject to the school contacting division of family services and/or juvenile authorities.
  6. If a student is absent from school, they are not allowed to attend extra-curricular events that evening unless approved by the office.
  7. Suspension from school is considered to be unexcused. Work missed will be provided at the request of the student and/or parent.
  8. After the first five, eight and ten absences, the parent or guardian will receive a letter to remind them of their child's attendance record.
  9. No outside guest may attend school classes or school dances without prior approval from the Eldon Middle School Administration.
  10. End of Year Perfect Attendance Awards are given to students who have only missed three or fewer hours for the school year.

## **STUDENT ACTIVITIES**

There will be a wide variety of student activities offered during the coming school year. It is not expected that a student participate in every activity, nor is it encouraged, but each student should find something of interest to him/her. Some of the annual Middle School activities and organizations are listed below:

Student Council	Cheerleaders
Football	FCA
Chorus and Vocal Groups	Basketball
Concert Band	Volleyball
Track	Drama
Wrestling	NJHS
LEAP Afterschool Activities	Garden Club
Robotics	Quiz Bowl
Cross Country	

A qualified adult will sponsor each activity or club. Students must be picked up on time from all activities. If a parent is chronically late, their student's participation may be limited. If a student's activity begins at 4:00 or later, that student must go home and be brought back to school or have permission from the office to remain until the activity begins.

## **STUDENT COUNCIL**

The student council of the Eldon Middle School is a representative group of the student body. One of the council's functions is to promote cooperation between the student body, faculty, community, and parents. Many projects done by the student council will give the students experience in organizing, accepting responsibility, and managing school affairs. To remain an active member of Student Council, students must maintain acceptable behavior at school. Students will also be excused from Student Council if they obtain three consecutive unexcused absences from meetings.

## **8<sup>th</sup> GRADE PROMOTION AND BANQUET**

All 8<sup>th</sup> grade students who successfully complete their 8<sup>th</sup> grade school year will be invited to attend the 8<sup>th</sup> grade promotion and banquet ceremony. Students will have no more than 1 "F" in any of the following classes; math, English, science, and social studies. Grades will be checked one week before the ceremony is to take place. The second semester grade is what will be used for this process.

## HONOR ROLL

Various awards are conferred upon middle school students during and at the close of the school year. Each quarter an honor roll will be posted recognizing those students who excel academically. There will be two categories of recognition at each grade level: The "A" Honor Roll will require students to have all A's and/or A-'s; and the "B" Honor Roll will require students to have at least a 3.0 g.p.a on a 4.0 grading scale. Students who receive the "B" Honor Roll will have no grade lower than a C. The following grading scale has been adopted for use by the Middle School:

<u>Percentages</u>	<u>Grade</u>
95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
Below 60	F

Semester grades shall be determined by adding the two percentages of the two quarters and dividing by two. Schedule changes will not be permitted until semester break unless a teacher, parent, or school official deems the change necessary.

## RETENTION POLICY

Students will normally progress from grade to grade. Retention may be considered when, in the judgement of the professional staff, it is in the best educational interest of the student involved. Parents and/or guardians will receive prior notification and an explanation concerning retention or the possibility of retention. The Retention Committee will consider multiple assessments including, but not limited to grades, attendance, MAP tests, and reading assessments. A condition for promotion may include attendance to the summer school program. If a student is *placed* in the ninth grade, the student will not be permitted to attend promotion exercises.

Eighth grade students that have been retained will not be allowed to attend the promotion ceremony/banquet. Only students that have met the requirements of promotion as specified by board policy will be allowed to attend promotion activities.

## GUIDANCE SERVICES

All students have available the services of our guidance and counseling department. Each student may see the counselor as many times during the year as is necessary. Here, the student can plan his educational program and better determine his/her own interests, aptitudes and capabilities.

A student may request a visit with the counselor or one of his/her teachers may make an appointment. Parents may also make the initial request for the student's appointment with the counselor. Assistance is available on any problem a child may have that affects his/her school or his/her personal life.

Students should plan to see the counselor between classes or prior to the start of school. Students should avoid missing any class or any part of their classes for such visits. Students may stop by the guidance office between classes and make an appointment with the counselor.

Parents are especially invited to make use of our guidance services to better understand the child's academic program. They are encouraged to call the guidance office and set up an appointment at a time convenient to them. The ultimate goal of the counselor is that each student will achieve to the best of his or her ability.

Eldon Middle School has a C.A.R.E. team composed of the counselor, principal, and teachers who meet to discuss students who are having difficulty with grades, attendance, discipline, or social/emotional problems. If a parent feels they have a student suffering from one of these issues, they may contact the school to set up a meeting to discuss solutions for the student.

## LIBRARY SERVICES

The library media center opens each school day at 7:20 a.m. The media center remains open until 3:30 p.m. on Mondays, Tuesdays, and Thursdays; 1:45 p.m. on Wednesdays; and 3:30 p.m. on Fridays. Students visit the library each week with their communication arts classes. Students may also visit the library before and after school, between classes, or during class with a pass from the teacher.

#### Student Regulations for the LMC:

- All books are loaned for a two-week period.
- Students may check out three books at one time.
- Some reference materials may be checked out overnight.
- Magazines are available in the library for student use; they may also be checked out overnight.
- Students losing materials will be charged the amount that it will cost to replace the materials. They may not check out any additional materials until the replacement fee is paid.
- The LMC has a color printer and copy machine available for school projects.

### **ASSESSMENT PROGRAM**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the individuals with Disabilities Education Act (IDEA).

#### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that shall test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* –To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Counseling* –To serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.
3. *Instructional Change* –To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementations;
  - b. Help the professional staff formulate and recommend instructional policy; and
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* –To provide indicators of the progress of the district toward established goals.
5. *Adequate Yearly Progress* –To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

#### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth, and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

#### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

## **Statewide Assessments**

The district will implement a statewide assessment in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student less than 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

## **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by the law.

## **TELEPHONE USAGE**

In case of emergency the office will call students out of class to use the phone and issue a pass to class when the student is finished. School officials will call parents when a student is ill on days the nurse is not scheduled to be at the middle school. Cell phones are not to be used, seen or heard during school hours, 7:20-3:00. If cell phones are brought to school, it is the student's responsibility if they are lost or stolen.

## **HEALTH SERVICES**

A registered nurse provides health services. The nurse is on duty from 7:30 am – 2:45 pm daily. Students and parents are requested to inform the school nurse of any health conditions or regular medications, which may warrant special attention in the case of an emergency.

1. Permission must be secured from your teacher or from the office before going to the nurse.
2. Go directly to the nurse's office.
3. Return directly to class.
4. The nurse will contact parents in case of illness. The student is not to call parents on cell phones. They must go through the school nurse.

### **Immunizations:**

According to Missouri State Law regarding students' immunizations, all such records are to be updated each school year. Non compliance will result in exclusion of the student from school as mandated by Missouri Law. Parents can contact the school nurse or go to [www.dhss.mo.gov/Immunizations/201011\\_School\\_and\\_Daycare\\_Requirements.pdf](http://www.dhss.mo.gov/Immunizations/201011_School_and_Daycare_Requirements.pdf) to find the immunizations needed for the school year.

### **Dispensing of Medication at School:**

Prescription Drugs (those prescribed by a physician) If your child needs to take prescribed medication during school hours, the medication must be in the container from the pharmacy with only those dosed to be given at school. Any questions should be directed to the nurse. The medication must be given to the nurse as soon as the student arrives at school. As soon as the child gives the medication to the nurse it will be locked up in the health room to prevent misuse or accidental ingestion.

Non-prescription Drugs: (any over-the-counter medication). The medication also must come in the proper/original container with a note from the parents giving the school permission to give the medication and stating how often it needs to be given. Failure to comply with the medication requirements will result in your child not getting the medication. If you have any questions regarding medication or any other health question, please call the school nurse.

### **Illness and Injury During School:**

In the event that a student becomes ill or seriously injured, the nurse will contact the parent or guardian by telephone. If the parent cannot be reached, the nurse will call the emergency number listed on the student's emergency information sheet. Students are not to use cell phones to call parents regarding illness during the school day. They must go through the school nurse to go home.

### **Doctor's Written Medical Excuse:**

In the event that a student becomes ill or seriously injured, the nurse will contact the parent or guardian by telephone. If the parent cannot be reached, the nurse will call the emergency number listed on the student's emergency information sheet.



Students are not to use cell phones to call parents regarding illness during the school day. They must go through the school nurse to go home.

#### **Head Lice Policy:**

Any student found to be infested with head lice, eggs, or nits will be sent home from school. The student will be excused that day and one additional day to get the lice and nits removed from their head. The student must be lice and nit free to return to school as stated in the head lice policy.

## **MIDDLE SCHOOL ATHLETICS**

Middle school athletic competition is open for grades 7 and 8 to participate. In order to remain eligible to participate, a student may have no more than two failing grades at the end of each quarter. This will be a minimum standard. Coaches have the discretion to implement additional requirements for eligibility. Parents or guardians will be notified upon loss of eligibility.

Because credit toward graduation is awarded on a semester basis, students will be allowed to begin again at the start of each semester without penalty. MSHSAA requirements, however, will still be in place for student participation. The MSHSAA requirements state the following:

- **You must have been promoted to a higher grade prior to the first day of classes for the new school year. Sixth graders who move on to seventh grade, and eighth graders who move on to ninth grade will be eligible to participate.**
- **In order to participate on or against teams made up of only seventh graders, you must not have reached 14 years of age prior to July 1 preceding the opening of school.**
- **In order to participate on or against teams made up of only eighth graders, you must not have reached 15 years of age prior to July 1 preceding the opening of school.**
- **You must enter school within the first 11 days of the semester in order to be eligible.**

#### **DEFINITIONS**

**Extracurricular Activities** are any school sponsored interscholastic competitions that do not have any bearing or influence on credit being earned toward graduation.

**Co-Curricular Activities** are those activities that are related to the course content and are likely to have a bearing on the student grade or standing in a credit class. Co-Curricular activities are more likely to occur on school time and require student participants to miss one or more classes. Therefore, the intent of this procedure is to keep students doing failing work in one or more classes from missing valuable class time.

A teacher taking a school-time trip shall circulate in advance a list of those students making said trip. If any student on the trip list is failing a class, it is the teacher's responsibility to notify the trip sponsor. The trip sponsor will be responsible for notifying the student prior to the trip that the student will not be allowed to participate in the trip and will remain at school.

## **CAFETERIA SERVICES**

Breakfast is served from 7:20 - 7:45 a.m. each morning. Breakfast and lunches are to be paid for in advanced. Students should either buy hot lunch or bring cold lunch for the entire week. The prices are \$1.25 for breakfast and \$1.75 for lunch. In order to purchase any extra food, the student must have money in his/her account. This is for full price as well as free and reduced lunches.

The Eldon R-I Schools charge policy is designed for the convenience of the parents and students. We will allow a student to charge a school meal only up to 3 meals. After the 3 meal charge is reached, middle school students will still receive an alternative meal such as a sandwich and milk until they pay their charges. They will not go without eating. Parents will have the opportunity to access their child's meal charges through the school parent portal of SIS.

In the beginning of May we cut off all charging and request that parents pay off all debt owed before the end of the school year. The deposit requests will only be mailed home at the end of the school year. If you receive one, please send a check or money order out to Eldon Middle School, 1400 N. Grand, Eldon Mo 65026.

All charges not paid before the end of the school year will be carried forward into the next school year, even if your child/children switch buildings.

Free and reduced price meals are available for students from families whose income falls within the guidelines established annually by the United States Department of Agriculture. If you feel that you qualify for these meals, you may obtain an application at your child's school during enrollment in August or from your school's office at any time during the school year.

## STUDENT DISCIPLINE

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any removal will be subject to the appropriate due process procedures and in accordance with the law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers that student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with the law.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision.

Teachers have the authority and responsibility to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies and regulations: JG-R, JGA, JGB, JGE, and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of the school year and will be available in the superintendent's office during normal business hours.

### BIST – Behavior Intervention Support Team

The members of the Middle School teaching and support staff are trained to employ BIST techniques when handling behavior problems. The philosophy, strategies, and techniques utilized under the BIST program will be implemented throughout the Middle School. As a basis for helping students and parents to understand the program, the following philosophy/guidelines are utilized:

#### *Why do kids get into trouble?*

- They don't know any better.  
- NEED: Information
- They test limits.  
- NEED: Consistency
- They can't manage feelings.  
- NEED: Support and caring

#### **BIST PROVIDES – *What kids need:***

##### **1) Early Intervention (WHEN)**

Body, face, and language let you know student is overwhelmed.  
Behavior interferes with learning.  
Behavior is hurtful to others.

##### **2) Caring Confrontation (HOW)**

Responding to anger.  
Giving directives.  
Responding to student escalation.

##### **3) Protective Plan (WHAT)**

Anticipates problems.  
Designed to keep students safe from trouble until they can keep themselves safe.

##### **4) Handles Acting Out**

Full accountability.  
Helps teachers become aware of children who want to bully with anger.

Students and parents will find the system works to prevent disruptive behavior before the behavior interrupts learning and the controlled climate expected in a classroom. Misbehavior and disruptions will happen, but they will not be allowed to continue and disrupt the learning environment.

### **STUDENT BEHAVIOR EXPECTATIONS**

1. I can be okay even though others around me are NOT okay.
2. I can be productive and follow directions even though I don't want to.
3. I can be where an adult at school tells me to be.
4. I can be productive and safe even though I'm angry and/or overwhelmed by my feelings.

### **The BIST Process**

1. Adults will handle the disagreements in their classroom as often as possible.
2. Teachers will redirect a student ONE time.
3. If the student chooses to not follow the redirection – the student is asked to go to a *Safe Seat* in the classroom.
4. If while in the *Safe Seat* the student still persists – the student is sent to a *Buddy Room* (taking a *Think Sheet* with them.).
5. The *Buddy Room* will have a designated desk so the student will know where to sit. If the student does not make it to the *Buddy Room*, it is the same as the student not being successful in the *Buddy Room*.
6. If the student is having difficulty in the *Buddy Room* – the *Buddy Room* teacher may ask the student to go to the recovery room (with another *Think Sheet*).
7. In the recovery room, if the student's misbehavior stops, the student will return to the *Buddy Room*.
8. [OR] if the misbehavior continues in the recovery room, the student will see Mr. Fischer – an Out-of-School Suspension will be issued.
9. Students that use any *Safe Place* on a chronic basis will have a behavior plan developed.
10. The teacher will call parents when a student is sent out of his/her classroom and enter the info into SIS.
11. Major offenses such as fighting will be referred directly to the office. These office referrals may result in an out-of-school suspension.

### **DISCIPLINE APPEALS PROCEDURE**

All appeals must be directed to the person who originally took the action upon which the appeal is based. If appellant is not satisfied, then they may appeal to the designated superior of the person who took the original action. If either party is not satisfied with the decision of the superior, the appeal may be directed to the superintendent. If appellant is not satisfied with the decision rendered, he/she may appeal to the Board of Education, if the punishment is for suspension out of school for more than 10 school days.

### **LUNCH DETENTION**

When necessary, students will be segregated during lunch to a separate room. Students will not be allowed to talk or socialize during lunch. When students are finished eating, they will sit quietly until the bell.

### **ELECTRONIC DEVICES**

No cell phones, MP3 players, IPODS, etc. should be seen or heard during school hours, 7:20 to 3:00.

- 1<sup>st</sup> Offense: Conference with principal and/or lunch detention
- 2<sup>nd</sup> Offense: ISS
- 3<sup>rd</sup> and Subsequent Offense: 2 days of ISS
-

## TARDIES

Students are tardy if they are not in the classroom, seated and prepared for class when the bell begins to ring. There are four minutes between each class. In emergency situations, students should report to the teacher first to get written permission to excuse a possible tardy. Example: Using the restroom.

Tardy sweeps will be administered randomly throughout the year. In the event of a tardy sweep, teachers will close their doors and any available teachers/administrators will “sweep” the halls for tardy students. Any students in the hall after the bell rings without a pass will report to the office to receive a tardy pass. Those students will serve a lunch detention on the first lunch that follows the tardy sweep.

- For the 4th cumulative tardy in a semester-one day of after school detention will be assigned.
- For every 4th cumulative tardy after 4 in a semester-one day of I.S.S. will be assigned.
- Students receiving 16 or more tardies in a semester will be placed on an individual plan that can result in O.S.S.

## TRUANCY

Truancy is any unauthorized absence from school. A student is considered truant whenever there is an absence from school without the knowledge or consent of the parents/guardians and the school. Any student leaving school without signing out in the office, and informing either a secretary or principal that they are leaving, may be considered truant. Any student found to be truant from school for a day or any part of the day will be assigned:

- 1<sup>st</sup> Offense: ASD to 1-3 days I.S.S., and notification of juvenile authorities (if under 16 years)
- Subsequent Offenses: 1-10 days in school suspension, and notification of juvenile authorities (if under 16 years)

## SKIPPING CLASS

Any student that is more than five minutes late to class without prior approval will be considered truant from the class and will be assigned:

- 1st Offense: ASD to 1-3 days I.S.S.
- Subsequent Offenses: 1-10 days I.S.S.

## FIGHTING

Due to the nature and causes of fighting, each case will be dealt with individually. Every effort will be made to discipline the guilty party(s) while protecting the rights of those defending themselves. Students should refrain from name calling, giving dirty looks, obscene gestures or otherwise provoking others. It is always the best policy to walk away from tense situations and seek help from an adult. We encourage students to give the respect they would like to receive. Students involved in a fighting situation will be sent home that day, with punishment commencing with the first full day following the event. Punishment for such behavior is the same as listed under Assault.

1. Penalties for fighting may vary depending upon the nature and severity of the fight.
2. Students will be referred to a mediator to avoid further problems or as an alternative to discipline if it is appropriate.
3. All acts of violence, e.g. fights, threats, weapons, will be referenced to the Safe Schools Act (HB1301 & 1298)

Consequences may be applied to any person, who escalates the altercation with verbal taunts or physical exchanges, e.g. Chanting, name calling, preventing a student from leaving a fight or pushing a student into the fight.

## ACTS OF VIOLENCE

**Assault:** Intentionally placing another in reasonable apprehension of imminent physical danger. Knowingly causing physical injury to another person with criminal negligence, or recklessly engaging in conduct which creates a grave risk of death or physical injury to another person, and the act described occurred on school property, on a school bus, or arose as a result of a school or school district sponsored activity. Assault on school property is a class D felony. Reference Safe Schools Act HB 1301 and 1298.

- 1<sup>st</sup> Offense: I.S.S., up to 180 days of O.S.S., parent conference to re-enter school, referral to law enforcement official, and documentation in the student's discipline record.
- Subsequent Offense: 1-180 days of O.S.S., parent conference to re-enter school, referral to law enforcement official, and documentation in student's discipline record.

**Assault to a Staff Member:** 1-180 days of O.S.S., referral to superintendent, and referral to law enforcement officials.

**Hazing:** Initiations, intentional intimidation, harassment, teasing, frightening, tormenting, coercion, and humiliation, etc., of any student (s) or group of students.

- 1<sup>st</sup> Offense: 1-3 days ISS up to 10 days OSS
- Subsequent Offense: 1-180 days OSS

**Bullying** (see Board policy JFCF)—Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

- 1<sup>st</sup> Offense: Detention, in-school suspension, up to 180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension.

## **WEAPONS/FIREARMS**

Students are forbidden to bring any item considered to be a weapon including any firearm. Examples are not limited to blackjacks, clubs, laser lights, firearms, concealed firearms, explosive weapons, gas guns, knives, machine guns, projectile weapons, chains, metal knuckles, pistols, rifles, shotguns, spring guns, or switchblade knives. This includes any type of weapon by whatever name which will or which may be readily converted to expel a projectile by the action of an explosive other propellant. Also included are explosives of any type, incendiary devices of any type, bombs, and any type or form of ammunition. The possession of any instrument or device by whatever name that can be used to inflict physical injury or harm on another person is prohibited in all schools, on or about school grounds, on or about school buses and at all school activities. In order to promote the safety of the student body and staff, video cameras have been installed and students are required to keep their jackets and book bags in their lockers. Random locker checks and sporadic use of drug dogs may be employed. Backpacks, coats and other personal belongings are subject to reasonable search and seizure. The use of reasonable physical force or restraint may be employed to ensure the safety of students and staff.

- 1st offense: I.S.S., up to 180 days of O.S.S and referral to law enforcement officials and documentation in students discipline record.
- Subsequent Offense: 1-180 days O.S.S., referral to law enforcement officials and documentation in student's discipline record.

Possession or use of a firearm or any instrument or device defined as a dangerous weapon under state and federal statutes incur the following:

- 1st Offense: One calendar year suspension, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record.

**Dangerous Items:** Chains of any type, including those used to attach to billfold, mace and mace like product, handcuffs, firecrackers, and smoke bombs are prohibited. Dog chains used as necklaces are prohibited.

## **THEFT**

Theft attempted theft or knowing possession of stolen property. In all cases, restitution will be made to the victim and a referral will be made to juvenile authorities.

- 1st Offense: I.S.S. up to 180 days O.S.S., notification to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offense: 1-180 days O.S.S. or expulsion, notification to law enforcement officials, and documentation in student's discipline record. Parents must reinstate student in school.

## **ARSON**

**Arson:** Starting, or attempting to start, a fire causing or attempting to cause an explosion.

- 1<sup>st</sup> Offense: 11-180 days of out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offense: Notification to law enforcement officials, and documentation in student's discipline record.

## **VANDALISM**

**Vandalism:** Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. Restitution will be made in all cases.

- 1<sup>st</sup> Offense: In-school suspension up to 180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.
- Subsequent Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

## FALSE ALARMS

False Alarms: Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing or causing the evaluation or closure of school property. Restitution will be made in all cases.

- 1<sup>st</sup> Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, and documentation in student's discipline record. Immediate report to law enforcement officials.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, and documentation in student's discipline record. Immediate report to law enforcement officials.

## PUBLIC DISPLAY OF AFFECTION

Physical contact that is inappropriate for the school setting, including but not limited to kissing, embracing, fondling, etc.

- 1<sup>st</sup> Offense: Principal/student conference, ASD, in-school suspension, or out-of-school suspension, and possible documentation in student's discipline record.
- Subsequent Offense: ASD, In-school suspension, out-of-school suspension, and possible documentation in student's discipline record.

## TOBACCO

School board policy prohibits the possession or use of tobacco by students on school property, including extracurricular activities. Students in possession of lighters and/or matches are considered to be in violation of the tobacco policy.

### Possession and/or Use:

- 1<sup>st</sup> Offense: 1 day of I.S.S.
- Subsequent Offense: 3 days of I.S.S. or 1-10 days O.S.S.

## DRUGS, IMITATION DRUGS (DIET PILLS, CAFFEINE TABLETS, ETC.), ALCOHOL, OR DRUG PARAPHERNALIA

Sales, possession of or attendance at school and school related events while under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drug or drug-related paraphernalia and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the controlled substances act will be punished as follows:

**Possession, distribution and/or use will result in 1 to 180 days O.S.S., notification to law enforcement officials (along with a juvenile referral), and documentation in student's discipline record. Students will be encouraged to undergo evaluation for a possible substance abuse problem.**

No open containers of any liquids or pills are allowed in student lockers.

Reference Board Policy JFCH and JHCD.

## DISRESPECTFUL OR DISRUPTIVE BEHAVIOR

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

- 1<sup>st</sup> Offense: Principal/Student conference, lunch detention, ASD, I.S.S., up to 10 days O.S.S.
- Subsequent Offense: ASD, I.S.S., up to 180 days O.S.S.

## DEFIANCE

Showing disrespect to teacher. Example: Repeatedly not bringing supplies to class; repeatedly not doing homework; refusing to follow class rules:

- 1<sup>st</sup> Offense: A.S.D. lunch detention, or ISS
- 2<sup>nd</sup> Offense: I.S.S. and a parent conference.
- 3<sup>rd</sup> Offense: 3 days ISS to 3 days O.S.S.

In the case of a student disobeying a teacher, that student will be sent to the office and will not be allowed to return until a conference has been held between the student, teacher, and administrator. If a second incident occurs within the semester, discipline will be as defined in Disrespectful Conduct or Speech.

## CHEATING

Obtaining work dishonestly.

- 1<sup>st</sup> Offense: Zero on the assignment and parents contacted.
- 2<sup>nd</sup> Offense: 1 day I.S.S., zero on the assignment, and parents contacted.
- 3<sup>rd</sup> Offense: 1-3 days O.S.S., parent conference upon student return to school.

## PLAGIARISM

According to the handbook, *Write for College*, plagiarism includes, but may not be limited to:

1. Copying word for word without quotation marks or acknowledging the original source.
2. Using key words or phrases without quotation marks or acknowledging the original source.
3. Paraphrasing key words, phrases or ideas without acknowledging the original source.
4. Using an author's ideas without crediting the original source.

- 1<sup>st</sup> Offense: Students will be instructed to repeat the assignment correcting the violations.
- 2<sup>nd</sup> Offense: Referral to principal and conference with parents/guardians. Plagiarism may be reviewed under cheating guidelines.

## SEXUAL HARASSMENT

Use of unwelcome verbal, written or symbolic language or physical contact based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include but are not limited to, sexual jokes or comments, unwelcome sexual advances, touching breasts or undergarments, regardless of whether or not the touching occurred through or under clothing. Reference Board policy AC and regulation AC-R.

- 1<sup>st</sup> Offense: Principal/student conference, 1-10 days I.S.S., 1-180 days O.S.S., and possible documentation in student's discipline record.
- Subsequent Offense: 1-10 days of ISS, 1-180 days O.S.S.

## IN-SCHOOL SUSPENSION

Students that are assigned In-School Suspension shall report to the assigned classroom. They will have an opportunity to complete all assigned class work for the day to receive full credit, and then ride the bus home that evening. Procedural guidelines for the administration of the school's in-school suspension program shall be as follows:

### **Inductive Procedure I.S.S.**

Students will report for I.S.S. at the designated start of the school day. Students will bring with them:

- a. All textbooks from all courses in which they are enrolled.
- b. Supplies of note paper, pencils, erasers, etc.

### **When arriving at the I.S.S. classroom, students will be handed:**

- a. The assignment forms from teachers.
- b. A sheet listing the regulations and time schedules of I.S.S. Each student will be assigned to an individual workstation.

### **Rules and Regulations**

- a. Students will be productive in course assignments.
- b. No food or drink will be allowed in I.S.S.
- c. Students will eat together in the cafeteria and must follow all cafeteria rules.
- d. Two restroom periods in the morning will be allowed at 9:00 a.m. and 11:20 a.m. and one in the afternoon at 12:45 p.m.
- e. An unexcused tardy will add one full day in I.S.S.
- f. Parents will be notified by a copy of the discipline referral being mailed home and the student will be given a copy of the referral to take home. Every attempt will be made to let parents know before students are assigned I.S.S.
- g. Any student who disobeys the I.S.S. rules or refuses to work while in I.S.S. will be suspended out-of-school, may be required to do I.S.S. upon their return, and parent/guardian will be notified.
- h. Repeated disciplinary infractions may result in out-of-school suspension instead of I.S.S.

### **Extra Curricular Activities While In I.S.S.**

Students will be unable to participate in extra-curricular events the day that they are in I.S.S.

Example: ballgames, plays, music events, out of school trip, dances, etc.

### **Absenteeism**

Absences will delay, not eliminate I.S.S. and the time must be served upon return to school. Medical excuses from a physician may be required if the absence occurs during the time I.S.S. is assigned.

## **OUT-OF-SCHOOL SUSPENSION**

According to Missouri law, a building principal may suspend students for a maximum of 10 school days. The superintendent may suspend students for a maximum of 180 school days. The local Board of Education has the authority to expel students from school. Students who are suspended for any period of time will not be allowed to make up class work missed and will receive a zero for the days suspended. During a suspension, a suspended student is not to be on school grounds or at any school function unless permission has been obtained from the principal. **Suspended students found on school grounds or at school functions without permission from the principal will be subject to arrest for trespassing and additional action will be taken.**

## **GENERAL GUIDELINES FOR SCHOOL BEHAVIOR**

- Keep all noises to a minimum; avoid shouting, loud talking or use of any noise-producing instrument.
- Close locker doors without slamming them. Keep your locker neat and clean.
- If you are to be out of class for any reason, your planner must be filled out, signed by your teacher, and taken with you to your destination.
- Respect school property. The responsible party will pay for damages.
- Adhesive book covers may not be used or applied to any schoolbook.
- If you ride a bike, park it in the bike rack.
- Motorized vehicles are not allowed at school.
- Snowball throwing around the school building is **NEVER** permissible.
- Never leave school grounds without permission.
- Cough drops or throat lozenges are not allowed unless approved by the office, and the student stating approval carries a note.
- No sodas or food allowed in lockers (not including lunches).
- Only clear water bottles are allowed outside of the commons area.
- Do not keep valuables in your locker; the school is not responsible for lost or stolen items.
- Privacy of his/her personal possessions, subject to the right of school officials to inspect and protect school property and students, and to aid law enforcement officials in properly enforcing the law. Principals, or their designees, are authorized to conduct a search of a student, or any locker, or backpack if there is REASONABLE SUSPICION that a student has violated a school rule, or committed an offense under the laws of the state of Missouri.
- Students are NOT to bring cell phones, beepers, or CD players, etc. to school without prior approval by main office.
- All school rules are in effect during any school activity, function, or action that is related to school. This applies to dances, school buses, school programs, activities at other schools, and any function that is school related.
- Students must put all backpacks and coats in their lockers.

## **BUS REGULATIONS**

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

In cases when a student does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the building principal by the driver. The building principal will take proper action to improve the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their student gets to and from school safely.

Most student discipline problems can be resolved if the parent and school officials work together. We ask for their help in matters of discipline and offer the following rules of good conduct and discipline.

Students will only be allowed to ride one bus to one destination, either home or to their baby-sitter, except in emergency situations. This is important because drivers and other school personnel cannot keep up with the high volume of daily changes in home destinations and because some buses are already filled to near capacity.

**Emergency Bus Pass:** There will be **NO Temporary Bus passes issued.** If an emergency would happen to come about and you as a parent or guardian have absolutely no other way of transporting your child home then you may visit



with the building's principal. If the building principal deems the situation as an emergency they will then issue an emergency pass. The bus driver must have a copy of the form, which will have important information, and specific locations of the drop off.

**Your bus driver has authority to:**

- a. Assign seats as required.
- b. Settle disputes between/among passengers.
- c. Recommend suspension.

**As a passenger you are obliged to: OBEY THE DRIVER PROMPTLY**

- a. Arrive at bus stop on time daily and never stand in roadway while waiting for the bus.
- b. Stay in bus seat while bus is in motion.
- c. Talk in quiet tones.
- d. Keep head, hands, and feet inside bus at all times.
- e. Be courteous to driver and fellow passengers.
- f. Help keep your bus clean:
  - (1) Throw trash in waste can
  - (2) **DO NOT** drink soda or eat any food on the bus.
- g. Students are not to exit the bus through the emergency door unless during an actual emergency or an emergency drill directed by the bus driver.

**Severe Infractions - These infractions may result in the loss of bus riding privileges.**

- a. No profane language.
- b. No obscene gestures.
- c. Possession/use of tobacco or alcoholic beverages is prohibited.
- d. No threats to a driver, other persons or property.
- e. Vandalism and damages. Students will pay for actual replacement or repair costs and be referred to the principal for disciplinary actions. Such behavior may result in permanent removal from the bus.
- f. Other chronic behavior problems.

### **DISTRICT SPONSORED TRIPS**

During the school year students may have the opportunity to participate in school sponsored trips. Transportation for these trips will usually be provided by district owned buses. There may be exceptions to the rule when the Building Principal approves alternative means of transportation. Parents and student permission slips must be obtained when alternative transportation is being used.

Students participating in field trips, co-curricular activities or extra duty activities are expected to represent the district in an exemplary manner. All district-wide policies will be in effect for students while being transported and while attending any school-sponsored activity. Activity sponsors may actually require more stringent behavior expectations as long as district policies are complied with.

Any student not complying with these school guidelines may be restricted from attending all school-sponsored trips. Please remember that attending these activities is a privilege. The District has high expectations for any group that serves as a representative for our school and community.

### **DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS**

Within the guidelines of Board Policy IGDBA, students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia. Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or his/her secretary 24 hours in advance of desired distribution time.

### **VISITOR'S PASSES**

All visitors, including vendors, parents, salesmen, and non-campus staff members must enter through the front door and report to the office. They will be given a visitor's pass that they must wear until they leave the school. Passes must be returned to the office.

### **STORM PROCEDURES FOR HANDICAPPED STUDENTS**

It is the responsibility of the immediate classroom teacher to personally escort and/or move a handicapped student to the vault in the office. The student is to remain in the shelter area until the all clear signal is given.

## **PROCEDURES TO FOLLOW IN CASE OF SEVERE WEATHER**

With communication facilities available to us, it is usually possible to have advance warning of an impending storm. Upon receiving information of an approaching storm, you will be notified by the intercom and the action to be taken by all students is as follows:

1. At the direction of your teachers, quietly evacuate your classroom in an orderly manner. Proceed to the area to which your teacher directs you. Every classroom should have an evacuation route and destination posted. Become familiar with each classroom that you are in each hour to decrease the confusion that may be present at the time of evacuation.
2. Students should avoid doors and windows to avoid injury from swinging doors and flying glass.
3. Get as close to the wall, kneeling on the floor, with your head covered by your hands.
4. Please remain in your area until the ALL CLEAR is sounded or your teacher gives you permission to return to class.
5. It is important that you stay with your class in the designated area assigned in order that your teacher may take roll to account for everyone in the class.

In the event of a fire, the teacher should activate the fire alarm, have the students evacuate the building immediately, and notify the office of the nature of the fire.

At the sound of the fire alarm students should evacuate the building. Students should be familiar with the evacuation process by observing the following:

1. At the direction of your teacher, quietly evacuate your classroom in an orderly manner. Proceed to the area to which your teacher directs you. Every classroom should have an evacuation route and destination posted. Become familiar with each classroom that you are in each hour to decrease the confusion that may be present at the time of evacuation.
2. Please remain in your area until the ALL CLEAR is sounded or your teacher gives you permission to return to class.
3. It is important that you stay with your class in the designated area in order that your teacher may take role in order to account for everyone in the class.

## **PROCEDURES TO FOLLOW IN CASE OF AN EARTHQUAKE**

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables or counters.

### **IF INDOOR:**

Stay inside. Move away from windows, shelves, and heavy objects and furniture that may fall. Take cover under a table or desk, or in a strong doorway. Although doorways have traditionally been regarded as safe locations, it is important to anticipate that doors may slam shut during an earthquake.

In halls, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hand firmly behind neck.

In library, immediately move away from bookshelves, and take appropriate cover.

In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill

## **INTERROGATIONS AND SEARCHES BY SCHOOL PERSONNEL**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Lockers and desks may be searched by school administrators who have reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

Students or student property, such as backpacks, may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students.

**DISTRIBUTION OF NON-COMMERCIAL FOODS**

In the interest of providing a healthy environment, snacks brought by students or parents to share with other students or treats for parties during the school day should be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food, providing all participants use proper hand washing procedures and preparation is closely supervised. In order to ensure all students can participate, alternative foods must be provided to those students with known medical conditions prohibiting consumption of particular food items.

**SPECIAL SERVICES AVAILABLE AT THE ELDON R-1 SCHOOL DISTRICT**

**The Eldon R-1 School District is responsible to locate, evaluate and identify all children with disabilities who are under the jurisdiction of the agency, including those who are homeless or migrant, and those in private schools. The Eldon district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include: autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.**

The Eldon district has developed a Local Compliance Plan for the implementation of state regulations for the Individuals with Disabilities Education Act (IDEA). Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age 21 that reside in the district, by December 1 of each year. The information is treated confidentially, and meets the requirements of the Family Educational Rights and Privacy Act (FERPA). The district also seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the Special Services Department at: (573) 392-8003

**The following opportunities and programs are also available through the School District:**

- Parents as Teachers Program (for children from age’s birth to five).
- Early Childhood Education and Early Childhood Special Education Programs
- Programs for Migrant and Homeless Students
- Programs for English for Speakers of Other Languages

**For more information on any of the special programs above, please contact the offices of:  
Director of Special Services: (573) 392-8003**

Notice of Non-Discrimination and Prohibition Against Illegal Discrimination and Harassment

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator  Director of Special Education 112 S. Pine Eldon, MO 65026 Telephone: 573-392-8003	Title VI Coordinator  Director of Special Education 112 S. Pine Eldon, MO 65026 Telephone: 573-392-8003	Title IX Coordinator  Director of Special Education 112 S. Pine Eldon, MO 65026 Telephone: 573-392-8003
Americans with Disabilities Act (Title II) Coordinator  Director of Special Education 112 S. Pine Eldon, MO 65026 Telephone: 573-392-8003	Age Discrimination Act and Age Discrimination in Employment Act Coordinator  Director of Special Education 112 S. Pine Eldon, MO 65026 Telephone: 573-392-8003	Title VII Coordinator  Director of Special Education 112 S. Pine Eldon, MO 65026 Telephone: 573-392-8000

The Eldon R-I School District has established the following grievance procedures for persons with complaints arising under any of the statutes listed above. Please also refer to Board Policy AC.

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

### **Grievance Process**

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.  
Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing within five (5) working days of the compliance officer's completion (or review) of his/her written report, in accordance with law and district policy, regarding whether the policy has been violated.
2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.  
Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing within five (5) working days of the Superintendent's (or his/her designee's) completion of his/her written report, in accordance with law and district policy, regarding whether the policy has been violated.
3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing within five (5) working days of the Board's issuance of a final decision, in accordance with law and district policy, regarding whether the policy has been violated.

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037

Kansas City, MO 64114-3302  
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building  
1222 Spruce Street  
Room 8.100  
St. Louis, MO 63103  
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights  
Department of Labor and Industrial Relations  
P.O. Box 1129, 3315 W. Truman Blvd.  
Telephone: 573-751-3325

U.S. Department of Justice  
950 Pennsylvania Ave., NW  
Washington, DC 20530-0001  
Telephone: 202-353-1555

#### NOTICE OF:

#### PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARRASSMENT

**The Eldon R-1 School District is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students, parents of elementary and secondary school students, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Eldon R-1 School District is strictly prohibited in accordance with law, and are hereby notified that our School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law. The Eldon R-1 School District is an equal opportunity employer.**

**Sexual harassment is a form of discrimination on the basis of sex prohibited by law in education, as well as employment. Sexual harassment is defined as unwelcome conduct that occurs when benefits or decisions are conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or the school or work environment becomes permeated with intimidation, ridicule or insult that is sexual in nature that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment. (Board of Education Policies AC, JG, JGR)**

**Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504 and the ADA.**

**The Eldon R-1 School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator of the applicable law, whose name is listed below, will provide information regarding those procedures upon request. (Board of Education Policy AC: Prohibition Against Illegal Discrimination and Harassment)**

**Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, U. S. Dept of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.**

COMPLIANCE COORDINATOR FOR LAWS LISTED IN THIS NOTICE:  
Catherine Kremer, Director of Special Services: (573) 392-8003

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **SAFE SCHOOLS ACT OF 1996**

The Safe Schools Act was enacted into law by the Missouri Legislature and signed by the Governor in July of 1996. This act is designed to reduce violence in schools. While school officials have some discretion in certain matters, principals do not have much freedom with this legislation. A student who brings a weapon of any kind to school, or commits an act of violence at school, is to be reported to the local police authorities. In turn, the police will refer these reports to the juvenile authorities as required or appropriate. Reports under this law are placed into the student’s permanent record file and will follow the students when he/she transfers to another district or state. It is important that the parent/guardian knows of this law and that all possible help is given to the child to avoid his being reported and placed into the juvenile criminal system.

## **ASBESTOS**

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA-Public Law 99-519) was signed into law. This law required the EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private schools. One rule requires the schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion. Eldon R-1 conducts semi-annual inspections of all asbestos containing building materials and has an outside-certified agency conduct a comprehensive district-wide inspection every three years. A management plan is on file in the Central Office. Please call 573-392-8000 for further information.

## **EXTENUATING CIRCUMSTANCES**

**THE PRINCIPAL RESERVES THE RIGHT TO AMEND ANY PROVISIONS IN THIS HANDBOOK, WHICH ARE DEEMED TO BE IN THE BEST INTEREST OF THE EDUCATIONAL PROCESS.**

### **NO CHILD LEFT BEHIND ACT OF 2001**

These are the requirements that the Eldon R-1 School District has under this act. This law, which provides federal support to school district, also requires us to provide you with certain notices. One of these notices is the “right to know” that your child is being taught by highly qualified staff. Under this act, please be aware of the following provisions:

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline for certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice when and if the parent’s child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **STANDARD COMPLAINT PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS Eldon R-1 School District**

This complaint procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act(NCLB), Title I, IIA, IID, IVA, V, and VIB.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher , administrator, school board member, or other personnel directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Eldon School District Policy indicates that the principal may schedule a conference to resolve the complaint. If the complaint is not resolved, it then may go to the Superintendent, and then if not resolved to the Board of Education. If the issue can’t be resolved at the district level, then a complaint may be filed with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide assistance to facilitate the resolution.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or department staff. The Federal Programs Coordinator for the Eldon School District for the 2010-11 school year is Renee Pace, Elementary Assistant Principal, at 392-8030.

## **Eldon R-1 Middle School Athletic Code of Conduct:**

Covered activities include those that are regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation.

The Athletic Department believes that the athletics sponsored by the school district are a vital part of the total educational program and should be used as a means of developing social interactions, as well as knowledge and skills. It is further believed that student-athletes participating in the sports program are role models and serve in a leadership capacity for the student body. Therefore, these student-athletes participating in extracurricular activities are held to a higher standard of conduct both at school and in the community.

All student-athletes participating in the sports program are subject to district supervision and discipline. All athletes must comply with all policies, eligibility requirements, rules, and procedures established by the district and established by the Missouri State High School Activity Association (MSHSAA) including by laws relating to citizenship (MSHSAA, By-Law 212.0) as they apply.

### **All coaches will enforce and all Athletes will adhere to the following codes:**

The use, possession, and/or distribution of alcohol, tobacco or drugs will not be tolerated during a student's participation in extracurricular sport. Athletes should avoid placing themselves in situations where their guilt or innocence may be questioned. Should the school be made aware of any use, possession, and/or distribution of alcohol, tobacco or drugs through law enforcement contact, faculty witness or self-confession, the administration will investigate the allegations and take appropriate action. Should the investigation validate the allegation, the student will be disciplined using the following guidelines.

**Drugs:** See Policy JFCI.

**Alcohol: (after student is charged):** See Policy JFCI.

**Tobacco:** See Policy JG-R

**Unexcused Absences/Out-Of-School Suspension O.S.S./In-School Suspension I.S.S.:** Students will be unable to participate in any manner, in extracurricular and co-curricular activities during the twenty-four hour period (midnight to midnight) if they were assigned ISS, OSS, or an unexcused absence. All students will be assigned to ISS on a first come, first serve basis. ISS assigned students must attend practice and participate in conditioning but not organized practice. Student must attend but not participate in games. Students serving ASD can participate in the event if their legal guardian takes them.

### **Academics: Eldon students in grades 7-8 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:**

\*You must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible if you failed more than one course the previous semester.

\*In order to participate on or against teams made up of only seventh graders, you must not have reached 14 years of age prior to July 1 preceding the opening of school.

\*In order to participate on or against teams made up of only eighth graders, you must not have reached 15 years of age prior to July 1 preceding the opening of school.

\*You must enter school within the first 11 days of the semester in order to be eligible.

**Citizenship Standards:** You must be a credible citizen. Credible citizens are those students whose conduct-both in school and out of school-will reflect positively upon themselves or their school. A head coach committee of at least three, on a case-by-case basis, will discipline students who do not show credible citizenship.

**Respect Issue:** No relationship, including a team, will work without RESPECT. Team members recognize that they must display respect for their coaches, their teammates, their school, the opposing team, the officials, equipment, facilities, and themselves. Disrespectful behavior will NOT be tolerated. Coaches will handle discipline at their discretion, for respect issues. (Refer to Student Handbook re: unsportsmanlike conduct pg. 26)

**Appearance:** Athletes who represent the Eldon School should be neat and dress in good taste. Student athletes should follow the coaches stated expectations.

By signing this notice, I certify that I have read and understand the contents of the Eldon R-1 Athletic Code of Conduct.

**Participant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Appeals Committee:** Any decision may be appealed to the appeals committee, which consists of the Superintendent, Principal, Athletic Director, and Head Coach.



**Eldon Middle School  
Parent Acknowledgement Form  
2016-2017**

<b>Student Name:</b> _____	
<b>Teacher:</b> _____	<b>Grade:</b> _____

1. We have received a student/parent handbook from the school this year and understand our rights and responsibilities outlined in the handbook. A copy of the Eldon R-1 School District policies and procedures are available on the school district's website.
  
2. We have read the student discipline section of the handbook. The discipline process (1) maintains high expectations for personal responsibility and accountability, (2) sustains a safe and positive climate for learning, (3) respects the students and school, (4) involves a partnership between the home, school and community, and (5) recognizes the relationship between behavior and academic achievement. Non-compliance with these standards may result in student suspension, expulsion, and/or reporting to law enforcement or the appropriate agency.
  
3. We have read the guidelines for discipline/consequences that are in the district handbook in the transportation section. We understand that students riding to and/or from school or any activity are subject to the rules of the Eldon R-1 School District and the laws of Missouri. Any misbehavior is very serious and may be hazardous to the safety of all passengers. Long-term suspension of bus privileges may result from continual bus misconduct.
  
4. We have received an Internet Use Consent form for internet/technology usage. Students will be able to use the district's technology resources as long as the district's guidelines are followed. Misconduct is outlined in Board Policies EHB and KKB.
  
5. In the case of an emergency, every attempt will be made to reach parents and other emergency contacts provided to the school. If no parent or contact can be reached, we understand that our student may be transported to and treated at the local emergency room in the case of a medical issue or the local police station for any other types of serious issues.
  
6. We have read the notice for directory information section of the handbook. We understand that throughout the course of the school year, it is occasionally asked to supply student information, including pictures, to various organizations and/or business, including the local newspapers. If we **do not** want this information released, then we must notify the school in writing no later than one week after the beginning of school.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_