

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



**ELDON MIDDLE SCHOOL**  
**Student Handbook**  
**2021-2022**

Principal: Shaun Fischer  
Assistant to the Principal: Ski Hull

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 – 6:50  
Students Dismissed to lockers – 8:16  
Classes Begin – 8:20  
Classes Dismissed – 3:10 M,T,TH,F  
Classes Dismissed - 2:10 W

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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.

**SCHOOL HOURS**

The building will open each morning at 6:50 a.m. for study hall/Morning LEAP purposes. Upon arriving at school, students are to immediately report to the cafeteria. The rest of the building will open at 7:50. The dismissal bell to class will ring at 8:16 a.m.; all students are expected to be seated in their first hour class by 8:20 a.m. The bell dismissing school will ring at 3:10 p.m., except on early out Wednesdays. Early out Wednesday dismissal time will be 2:10. 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 by the 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 Mr. Hull 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, revealing 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.
9. No drawing or writing on arms or legs.

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. 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.
3. 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.
4. 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.
5. If a student is absent from school all day, they are not allowed to attend extra-curricular events that evening unless approved by the office. If a student is at school either half a day in the morning, until (11:30) or at school half a day in the afternoon, arriving at (11:30) they will be allowed to participate / attend extra-curricular events.
6. Suspension from school is considered to be unexcused. Work missed will be provided at the request of the student and/or parent.
7. 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.
8. No outside guest may attend school classes or school dances without prior approval from the Eldon Middle School Administration.

## 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	EMSHS
Wrestling	S.W.A.T
LEAP After School Activities	
Robotics	
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.

### Extracurricular Activities:

Involvement in extracurricular activities has been linked to positive attitudes toward school and greater school success. At EMS, there's something in which everyone can get involved! Students have the opportunity to join the student council, Fellowship of Christian Athletes, Eldon Middle School Honor Society, robotics, band, and choir. Students can also get involved in athletics like wrestling, cross country, volleyball, basketball, football, track, and cheerleading.

### Pep Rallies:

During each sporting season, assemblies will be held to recognize athletes and to get the student body excited and motivated about upcoming sporting events. Pep rallies include band performances, recognition of athletes, and spirit competitions.

### Dances:

Dances are held throughout the year. Students pay a small entry fee to participate in the dance.

### Honors Assemblies:

At the end of each quarter, each grade level will have an honor roll assembly during homeroom. During the assembly, teachers will announce which students have earned the right to be on the A or B honor roll. Honor roll students receive a certificate of achievement and a treat from our Partners in Education.

The honor roll is a reward for good grades. In order to be on the A Honor Roll, you must have all A's on your report card – nothing else. In order to be on the B Honor Roll, you must have a GPA (grade point average) of at least a 3.0 (B average) and no grade lower than a C.

#### **Eighth Grade Promotion and Dance:**

The eighth grade dance and promotion is an Eldon Middle School tradition held at the end of eighth grade year. During the promotion ceremony, special awards from each subject area will be given to top students. The ceremony is followed by a formal dance. Participation in eighth grade dance is a privilege; attendance, behavior, and grades may determine if a student is allowed to attend.

#### **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 the 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 DANCE**

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 ceremony and dance. Students will have no more than 1 "F". 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.

#### **ONLINE GRADE PORTAL**

S.I.S. (Student Information System)

To begin using the Parent Portal, simply follow these steps:

1. If you have not done so already, fill out the Parent Portal Registration form and return it to the school.
2. Your password will be emailed to the address you provided on the registration form.
3. To access the Parent Portal web page, go to the district homepage: [www.eldonmustangs.org](http://www.eldonmustangs.org). Click on the "Portals" link. Select "Parent Portal".
4. Log in.

#### **NOTE:**

- If you have problems or questions about accessing the site, please contact Cheyanne Uptergrove, SIS Coordinator at [Cheyanne.Uptergrove@eldonmustangs.org](mailto:Cheyanne.Uptergrove@eldonmustangs.org)
- If your email address changes, be sure to contact the school and let them know so your contact info can be updated.
- As part of the security procedures, the ONLY way to receive your password is by email. The school office cannot give it to you, because they do not have access to your password.

## **HOMEWORK NEED TO KNOW TONIGHT'S HOMEWORK ASSIGNMENT?**

**Daily Task** All teachers write the day's objective and assignment on their whiteboards. If students record this in their planners, they will be able to refer to it and know the exact expectations of the class. The last five minutes of every school day are dedicated to reorganization. Students are given this time to make sure the planner is filled out and to double check what materials they need to take home.

**Homework Board** Students should always have their homework written in their planners. If, however, a student is absent or fails to record that night's assignment, other resources are available. At the end of each school day, homework assignments are also posted on the school website: <http://eldonmustangs.org/eldon-middle-school/>.

### **WANT TO KNOW IF YOU'RE MISSING ANY WORK?**

**I.C.U. Database** We use a program called the ICU Database. This program allows us to notify parents through text message and email that their student is missing an assignment. The term ICU may seem alarming to some, but the intention is to take students' work as seriously as we take their health. Missing assignments devastate a grade in much the same way that a virus devastates the immune system.

When we place a student on "the list," not only are parents notified, but the entire staff can see that the student needs to complete an assignment. Now instead of one teacher being responsible for caring about the missing assignment, the entire building (including coaches, counselor, tutors, etc.) can help to guide the student's grade back to good health.

The fundamental goal of this program is to build an army of support behind the students. If you would like any additional information or need to change any contact information, please feel free to contact Ski Hull at either (573) 392-8020 ext. 1202 or [Ski.hull@eldonmustangs.org](mailto:Ski.hull@eldonmustangs.org)

### **RESOURCES ON THE WEB**

**Upcoming Events** – The school calendar is posted on the EMS website.

**Reading Counts** – Reading Counts is a program used in the English Language Arts classrooms to monitor student reading progress and comprehension. Students will be expected to obtain points each quarter. The total point expectations vary by class. Students can access Reading Counts through the link on the EMS website. After accessing the link, select the Reading Counts icon. The login is the same as the student's school computer login.

**EMS Library** - Students can access a wide range of resources, including the Destiny Catalog and a variety of online resources, through the library web page: <http://emslmc.weebly.com>.

**Eldon Website:** [www.eldonmustangs.org](http://www.eldonmustangs.org)

**Moby Max: [www.mobymax.com](http://www.mobymax.com)**

To sign in as a student, enter eldon middle for the school name. Username and password are same as computer login.

**Student Portal (Grades):**

Username: lunch PIN

Password: birthdate (example: 110599)

**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.

**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:

<b><u>Percentages</u></b>	<b><u>Grade</u></b>
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.

### **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 7:50 a.m. The media center remains open until 3:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays; 2:07 p.m. on Wednesdays. Students visit the library 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.

## **L.E.A.P.**

**L.E.A.P. Director: Colleen Abbott**  
**573-392-6364 ext. 7**

**Before School Services:** This is a great way to get daily help and is provided by a 21st Century Community Learning Center Grant. Students DO NOT have to be enrolled in the LEAP program to utilize the before school LEAP services. Attendance is optional every day from the first to the last day of school. This help is available from 6:50 a.m. to 7:47 a.m. in the commons. Parents are to drop students off at the marquee at the back of the building. During this time, students can work on homework or group projects, study, and/or read. Calculators, paper, and pencils are available for student use. Students sign in when they enter the commons.

**Afterschool Program:** LEAP is an afterschool program for grades 1-8. It meets immediately after school until 5:45. It is meant to be an enrichment program for the students. It can include robotics, self-defense, nutrition, hunter safety, rocketry, and other classes. It is also a time to complete homework and get in some needed time for reading. A snack will be provided daily at the beginning of LEAP, and dinner will be served (free of charge) at the Upper Elementary just before the students head home. Bus transportation will be provided, or parents may pick up their child before dinner at the middle school at 5:00 or after dinner at the Upper Elementary at 5:45. Sign up as soon as possible, or contact Mrs. Abbott to reserve your child's spot in the program

## **OTHER RESOURCES**

**MUSTANG CLOSET:** The Mustang Closet has been established as an opportunity for our students to have the clothes they need. In our building, students can visit Mrs. Moe, Nurse Emily, or Mrs. Roth, the Eldon Middle School Honor Society Sponsor, to request a visit to the Mustang Closet. There is absolutely no cost to those who visit the Mustang Closet.

**Counselor: Kendra Moe (573) 392-8020 ext. 1207**  
**Nurse: Emily Scheiderer (573) 392-8020 ext. 1213**

## **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, 6:50-3:20. 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 8:20-3:10 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.

### **CAFETERIA SERVICES**

Breakfast is served from 7:50 - 8:15 a.m. each morning. Lunches are to be paid for in advance. Students should either buy hot lunch or bring cold lunch. The price for lunch is \$2.15. 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. 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.

### **GENERAL GUIDELINES FOR SCHOOL BEHAVIOR**

- Keep all noise 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, or MP3 players, etc. to school without prior approval by the 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 large backpacks and large bags in their lockers.
- Students should not eat in the hallways.

### **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.

### **DISCIPLINE APPEALS PROCEDURE**

All appeals must be directed to the person who originally took the action upon which the appeal is based. If the 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 the 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, headphones, etc. should be seen or heard during school hours, 6:50 to 3:30. For students attending LEAP the times are 6:50-5:30.

- 1<sup>st</sup> Offense: Teacher will submit a discipline referral. Student warning and parents contacted.
- 2<sup>nd</sup> Offense: Teacher will submit a discipline referral. Phone collected for parents to pick up, 1 week of lunch detention.
- 3<sup>rd</sup> and Subsequent Offense: Teacher will submit a discipline referral. Phone collected for parents to pick up, 2 weeks of lunch detention.

### **DRESS CODE VIOLATIONS**

All students should adhere to the dress code restrictions within the handbook, if they are found to be in violation of the dress code the consequences will be as follows;

- 1st Offense: Verbal warning and a phone call to parents.
- 2nd Offense: Phone call to parents and 1 week of lunch detention.
- 3rd Offense: Phone call to parents and 2 weeks of lunch detention.
- \*Refusal by students to change or follow dress code will result in them being sent home.

### **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 week of lunch detention will be assigned.
- Students receiving 12 or more tardies in a semester will be placed in lunch detention for an additional two weeks.

### **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 HB1301 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 the 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 the 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 the student's discipline record. Parents must reinstate students in school.

### **ARSON**

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

- 1<sup>st</sup> Offense: 1-180 days of out-of-school suspension, notification to law enforcement officials, and documentation in the 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 the 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, JUUL's or vaping devices 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 the 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 the 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 keywords 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 I.S.S room and must follow all cafeteria rules.
- d. Restroom breaks will be given throughout the day by the I.S.S coordinator.
- 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, the 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: ball games/practices, plays, music events, out of school trips, 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. 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.**

### **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 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, we will only permit any one student to receive 3 emergency passes per year. 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 the bus stop on time daily and never stand in the roadway while waiting for the bus.
- b. Stay in the bus seat while the bus is in motion.
- c. Talk in quiet tones.
- d. Keep head, hands, and feet inside the bus at all times.
- e. Be courteous to drivers 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.

### **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 a 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 the wall, bend head close to knees, cover sides of head with elbows, and clasp hand firmly behind neck. In the 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.

### **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.

### **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 one failing grade 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.

**Eldon Middle School  
Parent Acknowledgement Form  
2020-2021**

<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 the 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 businesses, 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: \_\_\_\_\_

## Student Handbook

### **Policy AC**

The Eldon R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Eldon R-I School District is an equal opportunity employer.

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

The Board designates the following individual to act as the district's compliance officer:

Director of Special Education  
Eldon School District  
112 South Pine Street  
Eldon, MO 65026  
Phone: 573-392-8003  
Fax: 573-392-8080

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent of Schools  
Eldon School District

112 South Pine Street  
Eldon, MO 65026  
Phone: 573-392-8000  
Fax: 573-392-8080

### **Policy IGBA**

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

### **Policy IGBH**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

### **Policy KL**

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

### **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.

5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

#### **Policy GBL**

In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.
3. Student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

#### **Policy IL**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

#### **Policy KB**

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (§ 160.522, RSMo.)

#### **Policy KB**

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

#### **Policy JO**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified

annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

### **Policy JHDA**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.

7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

#### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

#### **Policy EBAB-AP1**

The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings.

#### **Policy EBC**

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

#### **Policy IGAEB**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages

of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.

5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
7. Teach students about the characteristics of and ways to identify sexual predators.
8. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
9. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
10. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

#### **Policy JO-AP**

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. The district may disclose education record information without consent in accordance with law, including when the disclosure is:

To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student.

#### **Policy JFG**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. 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 not in front of other students, unless exigent circumstances exist.

The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

#### **Policy JG**

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

#### **Reporting to Law Enforcement**

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

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

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

**Documentation in Student's Discipline Record**

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

**Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

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

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

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

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

**Academic Consequences**

Students who are suspended from the high school for 11-180 days will not receive credit for work during the period of the suspension. Students who are suspended from the high school for 1-10 days may earn up to 100 percent for the work completed during the suspension. Students who possess weapons on school property are not allowed to attend Mustang Academy and students with assaultive behavior may not be allowed to attend the academy. The district will provide appropriate due process in accordance with law prior to finalizing the student's grade for a course.

For students in grades K–8, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

**Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations.

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

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

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

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

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

### **Assault**

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

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

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

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

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

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts

the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

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

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

***Drugs/Alcohol (see Board policies JFCH and JHCD)***

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

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

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

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

#### **Harassment, including Sexual Harassment (see Board policy AC)**

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

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include,

but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

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

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

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

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

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

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

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

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited

to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

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

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

2. Violations, other than those listed in (1) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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

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

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

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

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

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

#### **Tobacco**

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

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

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

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

**Tuancy or Tardiness (see Board policy JEDA)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

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

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

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

**Weapons (see Board policy JFCJ)**

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

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

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

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

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

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

Policy JFCF

In order to promote a safe learning environment for all students, the Eldon R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated

cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

### **Training and Education**

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are

not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
  2. The harmful effects of bullying.
  3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
  4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.
- School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

#### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

#### **Policy JHCD**

The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

#### **Policy KKB**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the

building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

#### Policy GBH

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

#### Policy JHCB

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized, that immunizations are in progress or that the student has an immunization exemption as permitted by law.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

**Missouri Department of Elementary and Secondary  
Education Every Student Succeeds Act of 2015  
(ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup>that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b> <ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 <sup>2</sup>In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

## **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

## **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

## **8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

## **9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons

for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.