



Centerville R-I School

Student Handbook 2022-23

**Centerville R-I School
PO Box 99
2354 S. Green St.
Centerville, MO 63633
Telephone: (573) 648-2285/2295**

August 22, 2022

Dear Parents/Guardians and Students:

Welcome to Centerville School. The faculty and staff join me in saying we are happy to have you as part of the Centerville School family. We have a long tradition of providing a quality education for our students. Our teachers are dedicated to providing the children in our school the best possible education.

Our school district's purpose is to provide a positive and safe academic environment that strives to create independent, well-rounded, life-long learners. We believe a close working relationship between home and school is essential in providing an educational environment that best meets the needs of each child. Our common goal is to offer a rich, comprehensive program of instruction that prepares students for an exciting and challenging future.

We feel that open and clear communication between school and home is important to the success of our educational program. The pages of this handbook are filled with important information regarding school policy and procedures. This is intended to be a first step in developing a valuable exchange of information between school and home. Please read and discuss with your child the information contained in this handbook. There is a page at the back of the handbook that needs to be read, signed and returned to school by Friday, August 26, 2022.

Parents are vital and necessary partners in the important job of educating the children of this community. I appreciate your input in your child's education; please feel free to call me anytime. Thank you for your commitment to our partnership.

The entire staff welcomes your participation and support during the school year and solicits your **ACTIVE** membership in the PTO. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Joseph Minks, Ed. S
Superintendent

Board of Education

President: Patsy Rainwater
Vice-President: Rose Asberry
Treasurer: Stanley Barton
Secretary: Christina Cook
Member: Cheyenne Hall
Member: Steve Prater
Member: Wayne Wilcox

Administration Office

Administrator: Joseph Minks, Ed. S jminks@ces.k12.mo.us
Home # 573-663-2241

Administrative Assistant: Tammy Holland tholland@ces.k12.mo.us
Cell # 573-934-2923

District Phone Numbers: 573-648-2285 & 573-648-2295

Centerville R-I School District
Mission Statement

Our school and community will educate and inspire our students through exceptional learning opportunities.

Centerville R-I School District
Vision Statement

Our first priority is student achievement. To accomplish this we envision:

A true partnership including parents, students, staff, the Board of Education, and community resources

A well-equipped, qualified staff that puts students first, exhibits strong leadership, a passion for learning, and a commitment to success for every student

A curriculum based on research and best practices that allows students to demonstrate knowledge through a variety of activities

Facilities providing safe and developmentally appropriate environments that allow for short and long-term growth.

Our Focus

The staff of Centerville Elementary is focused on the success of each student and staff member! We A.I.M. for Success! We will Achieve, Inspire, and Motivate all to do their best so that we are successful.

Centerville Elementary Faculty/Staff 2022-23

Joseph Minks.....Superintendent

Tammy Holland.....Secretary-Bookkeeper

Janet DementKindergarten-1st Grade

Kristell Moore.....Second Grade

Cynthia WatsonThird-Fourth Grades

Caleb Dement.....Fifth-Sixth Grades

Chelsey Maize.....Seventh-Eighth Grade

Sara Beardsley..... Art, Music, PE

Tonia Minks.....Special Education

Denice Hampton.....Teacher Aide

Sherry Reynolds.....Teacher Aide

Teresa Wilcox.....Custodial/Maintenance

Susan GreenleeCook

Marissa Cooley.....Cook-Custodial Asst

Kristin Yow.....Speech Therapist

Lorna Reese.....P.A.T

Rodger Spencer.....Bus Driver

LUNCH SCHEDULE
2022-23

| | |
|---------------------------------------|-------------|
| Kdg -1 st -2 nd | 10:45-11:05 |
| 3 rd -4 th | 11:10-11:30 |
| 5 th -6 th | 11:35-11:55 |
| 7 th -8 th | 12:00-12:20 |

Special Classes (Art, Music, Health and Physical Education)

Tuesday- Music

Wednesday- Physical Education

Thursday- Art

Friday- Physical Education/Health

Student Dress

The type of clothing worn to school helps create an atmosphere conducive to learning. We appreciate the cooperation of all parents as they help their children select appropriate school clothing. We encourage parents to mark outerwear clothing with the child's name or initials. A lost and found box will be available for claiming missing items. We expect all students to make every effort to present a proper appearance each day.

For example:

- A. No vulgar signs, obscene pictures, designs, insignias, badges or writing will be worn on clothing that will distract other students or cause disruption or interference with the operation of the school. No advertisements for alcoholic beverages, tobacco, or illicit drugs will be allowed on clothing.
- B. Tops must cover the entire torso. Bare midriffs are not permitted.
- C. Shorts and skirts must extend downward to at least mid-thigh or must meet or extend past the fingertips.
- D. Caps, hats, hoods, and bandanas may not be worn in the building.
- E. Sunglasses must not be worn in the building.
- F. Clothing with excessive rips or tears or clothing worn in a manner that reveals undergarments shall not be permitted.
- G. Shoes or sandals must be worn at all times.
- H. No sagging or bagging will be allowed.

In general, students are expected to attire themselves in a manner that reflects good standards of health and safety.

School Visitors

Visitors are welcome in the school; however, every effort must be made to keep our children safe and to avoid disruption of classroom instruction. **The district does not allow any recordings during your visit to our school or during any meetings you may have at our school. No visitor or parent should go into a classroom, library, or lunchroom, before signing in at the office and receiving a visitor permit.**

Students are not allowed to bring guests to school.

Leaving School Early

Students are not permitted to leave the elementary while school is in session except with a parent or an authorized representative of the parent. Parents are expected to check in at the office to arrange for removing the student from class. **The student will need to be signed out at the office before leaving school grounds with the parent.** Children who walk or ride with their parents will be dismissed before the buses leave.

Telephone

The telephone in the office is a business telephone and is not for student use except in the case of an emergency. Students should make personal plans before school hours. Messages will be delivered to student during the school day. If your child rides more than one bus, please make sure he or she knows which bus they are to ride before coming to school. **Please notify the office of any changes in transportation plans by 2:00 PM if possible.**

Transportation

Student transportation is provided by the District. Bus discipline will be handled by the Superintendent. The following bus rules and regulations are designed to provide and ensure the safety of all students riding the buses:

- The bus driver has the same authority in enforcing the rules and regulations as a classroom teacher. Students should promptly obey the bus driver's instructions and cooperate with him or her.
- The bus driver is authorized to assign seats.
- Students shall not attempt to get on or off the bus, move about, or stand, while the bus is in motion. **Stay in your seats.**
- Students shall not throw paper, articles or objects while on the bus.
- Students shall not extend, at any time, hands, arms, feet, head, etc., out the bus window.
- Be courteous, use no profane language
- Keep the bus clean, use the trash container.
- Students must present the bus driver with a note from their parents if they are getting off the bus at any other place than the regular drop off point.
- Water balloons, water guns, etc. are prohibited.
- Rude, discourteous and annoying conduct or disrespect is not allowed.
- Student shall not be scuffling, horse playing, or fighting on the bus
- Do not be destructive. All damage to the bus should be immediately reported to the bus driver.
- The rear door is an emergency door and should never be opened.
- Students must be on time in meeting the bus.
- Unnecessary or unreasonable noise shall be avoided.
- Students should never stand in the roadway while waiting for the bus
- Students not attending school are not eligible to ride the bus.
- Students are not allowed to drive to school.

Discipline for Bus Misbehavior

- | | |
|------------------------|--|
| • First offense | Warning! Parents notified. |
| • Subsequent offenses: | Loss of bus riding privileges for up to ten days and/or referral to Superintendent to determine if further action is needed. |

Breakfast and Lunch Programs

School breakfasts and lunches are available to students. Students bringing lunches need to notify classroom teachers at the beginning of class each day. All student meals are at **No Cost** for the 2022-23 School Year. **Adult meal costs are \$2.40 for breakfast and \$4.00 for lunch. Additional milk can be purchased for \$0.45.**

USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(566\) 632-9992](tel:5666329992). Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; (2) fax: [\(202\) 690-7442](tel:2026907442); (3) email: program.intake@usda.gov.

Room Parties

Room parties will be scheduled at different times during the school year. Teachers will notify parents in advance. Parents are asked to help with parties at Halloween, Christmas, and Valentine's Day. Parties start at 2:40 and end at 3:25. If you are interested in helping, please contact your child's teacher.

Library Media Center (LMC)

The LMC is open from 8:00 AM until 3:00 PM and earlier or later by prior arrangement. Students are encouraged to use the LMC for research and reading, individually or in small groups during the times when the LMC is not scheduled for class use. LMC rules are posted in the Library Media Center. The numbers of books a student may check out at one time are as follows:

| | |
|--------------------------|-------------|
| Kindergarten-First grade | 1 book |
| Second grade | 2 books |
| Third grade | 3 books |
| Fourth-Eighth grade | 4 – 6 books |

If a book is overdue or lost, the student may continue to check out books. If three notices to the parent or guardian and the book has not been returned or paid for, check out privileges will be suspended. Replacement cost of books: \$5.00 for a book 5 years or older; replacement value if less than 5 years old.

Special Education

In an effort to meet the special educational needs of all children, Centerville School provides a variety of services in Special Education programs for eligible students. Please refer to the Public Notice included in this handbook.

Teacher Conferences

Teachers are available for conferences during their daily plan times and during arranged times before or after school. Daily conference times for teachers can be obtained from the teacher or through the office. **Classroom instructional time is a priority and teachers are not available for conferences during this time.** Parents are encouraged to maintain contact with teachers during regular conference times and other arranged times. Parents can arrange conferences by a note to the teacher or a call to the office. Throughout the school year, Parent/Teacher Conference days are scheduled. Notices will be sent home for scheduling on these special days. **No recordings allowed during these conferences or any meeting you may have at our school.**

Grading Scale

| | | | | | |
|--------|----|-------|----|-------|----|
| 95-100 | A | 80-83 | B- | 67-69 | D+ |
| 90-94 | A- | 77-79 | C+ | 64-66 | D |
| 87-89 | B+ | 74-76 | C | 60-63 | D- |
| 84-86 | B | 70-73 | C- | 0-59 | F |

NOTE: In compliance with federal and state regulations, grading system may be modified for student's with an Individual Education Plan as determined by members of the IEP team.

Daily Schedule

All students are to go to the cafeteria if they arrive before 7:50

7:30 Jr. High Building Opens

7:30-7:50 Breakfast Served

7:50 School Begins

3:30 Buses Load and Depart

Attendance

Regular attendance is a priority of the Centerville R-1 School District. It is vital that every student receives the opportunity to gain the interaction and information to develop a quality education. The teaching process that takes place in the classroom is rich with the use of multiple approaches to learning and can be hard to duplicate with pencil and paper make-up work. Every day is a valuable learning experience for your child at school. We realize that sometimes absences may be unavoidable; however, when a student is not in the classroom, they miss valuable instruction time that cannot always be regained.

Students are expected to arrive on time for class each day. If it becomes necessary for a student to miss a day of school, parents are requested to contact the school by calling the office or sending a note. **Students will be expected to make up work when absent.** Parents can call and request make-up work to be picked up at the office. Please call early to allow time to get assignments and books together. When absences are planned in advance, please contact the classroom teacher so arrangements can be made ahead of time for make-up work.

When five (5) or more absences are recorded for a student during one semester, school personnel will contact the parents. **Absences that reach 7 days per semester are considered critical to the student's progression to the next grade level. Based upon Missouri School Improvement guidelines, all students are required to have a 90% attendance rate. If your child does not maintain a 90% attendance rate, parents/guardians will be asked to conference with the Superintendent.**

If more than ten (10) absences occur, the superintendent will contact the parents. Excessive absences can result in the student's lack of success and consideration for retention will be necessary. If a student is absent for more than 10 days for the school year without a doctor's excuse or other proper medical documentation, the student may not be promoted to the next grade level. Notification will be made to the Division of Family Services and/or Juvenile Authorities.

Note: Students not attending school will not be allowed to attend extra-curricular activities sponsored by the district unless prior arrangements are made with the Superintendent. Students must attend at least 3.5 hours of the school day to attend any school sponsored activities, unless prior approval from Superintendent.

Excused absences: (1) illness/injury; (2) death or serious illness in the immediate family; (3) others such as doctor's appointment, court, school approved functions; (4) extenuating circumstances that may be approved by the administration; (5) certain religious observance

Attendance Incentives

Because the Centerville R-1 School District feels that good attendance is vital to the educational process, each year the school will provide incentives for students to try to obtain exemplary attendance records. The attendance incentive program for each school year will be decided at the beginning of the year Incentive Meeting. All parents are encouraged to attend and have a voice in those choices.

ATTENDANCE-TARDY POLICY

Attendance Policy:

Centerville School believes that it is imperative that children attend school on a regular and ongoing basis. The learning process is a continuous act that requires student participation. Each student's attendance record is checked on a regular basis. Student absences beyond 5 days per semester are considered excessive. When absences reach 5 days in a semester, parents will be sent a notification letter.

Absences that reach 7 days per semester are considered critical to the student's progression to the next grade level. Based upon Missouri School Improvement guidelines, all students are required to have a 90% attendance rate. If your child does not maintain a 90% attendance rate, parents/guardians will be asked to conference with the Superintendent.

Students will have the same number of days to make up work as the number of days absent. Any work missed while absent and not turned in by the due date may be recorded as a zero.

Absences will be considered excused for the following reasons:

- a. Doctor's Excuse
- b. Death in the Family
- c. Prior approval by the superintendent due to unusual hardship; and or
- d. Verification by the school nurse of an illness, a condition which deems an absence from school

Any student who is absent ten (10) days per year without prior approval from the superintendent, a doctor's excuse or other proper medical documentation, may not be promoted to the next grade level. Notification will be made to the Division of Family Services Personnel and/or Juvenile Authorities.

The parent/guardian has the right to meet with the superintendent and the board of education to discuss their child's placement in the next grade.

Tardy Policy:

A student will be allowed three (3) tardies each quarter. Thereafter, one day of Saturday School or In School Suspension will be given for each additional tardy unless prior approval from Superintendent.

Illness

A child who has a temperature elevation or shows signs of illness should be kept at home. If it becomes necessary to remove a child during school hours due to illness, the parents will be notified. An emergency telephone number should be listed for each child. If a parent cannot be reached, the emergency number will be called. Any time a child leaves school early due to illness, he or she must be dismissed through the school office. Parents are asked to report to the office and check the child out of school.

Students who must take medicine during school hours will give the medicine, including Ibuprofen, Tylenol, etc. to the school office upon arrival at school. The medicine dosage and time should be clearly stated in writing. School personnel will give oral medication only by individual orders of a physician and /or legal guardian. Both prescription and "over the counter" medications must be sent to school in the containers in which they were purchased and must be accompanied by written authorization from the parent or legal guardian. Please do not send any medication in envelopes, unmarked containers, etc. All medications must be in the original container.

Health Services

Children will continue to use the benefits of having a full-time nurse available at the Reynolds County Health Center next door to the school. In addition to basic screening procedures and emergency first aid, the nurse will provide information on good health practices, assist families in securing corrective health services, and keep a record of student's health issues.

Immunization Requirements

State laws regarding immunizations of all students attending school reads: "It is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria, measles, and rubella or unless exemptions have been signed by a physician or a parent/guardian for religious reasons and filed with the school by the first day of classes."

Headlice and Nits

The Centerville Board of Education feels it is imperative to prevent the widespread infestation of lice; therefore, the following procedures will be followed to control the situation when students are found to be infested:

Purpose: To protect all students and school staff from exposure to head lice or nits.

To provide guidelines for students and their family and to identify infested students.

Policy: All students K through 8th grade are examined monthly and/or as deemed necessary for head lice or nits by the school nurse, or an appointed school employee who is trained to identify lice or nits. Infected individuals are not to be allowed to participate in school or extra-curricular activities until adequate treatment for lice is obtained. School personnel regarding treatment for and prevention of lice and nits will instruct Parents/guardians. All infected individuals must be treated with the appropriate medication. A second treatment is required 7-10 days after the initial treatment.

Procedure: The school nurse will set an as needed schedule for the students to be examined. Absent students will be checked by school nurse the day they return to school. If the nurse should discover head lice or nits on a student, the parent/guardian of that child will be notified, and the child will be removed from the school. All siblings of the child living in the same household will also be checked. The school nurse will instruct the parent/guardian concerning various shampoos and sprays that can be purchased for head lice/nits, and will also give information concerning necessary procedures to be taken to ensure that the head lice and nits are eradicated. **To be readmitted to school, a child must be accompanied by a parent/guardian or relative, and must be examined by a doctor or the school nurse. If eggs are still present, the child will be sent home until all the nits are removed from the hair.** The child will be excluded from riding the bus until he or she has been rechecked by the school nurse. If head lice/nits are found a second time, the school personnel will notify parents and the child will be required to provide a signed statement from the parent/guardian and must state when and with what shampoo the child was treated. If a student is found to be infested three times in the school year, the principal will notify the Division of Family Services.

Textbooks

Textbooks and library books will be issued to students at no charge. However, should a textbook or library book be lost or severely damaged, students will be responsible for paying to replace them. Every student is obligated to give his or her books the best of care.

Student Planners

All students in grades 3-8 will receive a planner for their use. It is designed as an organizational tool for students and parents. Each student will write assignments and classroom information in the planner each day. The planner will be used a communication tool between teacher and parent.

Honor Roll

The purpose of the Honor Roll is to recognize those students, in grades 2 through 8, with high academic achievement. The students will be honored by recognition on the “Principal’s Honor Roll-(A)” or “Teacher’s Honor Roll-(B)”.

To be listed on the “A” honor roll, a student must make no grade lower than an “A-” in each of the subjects of reading, spelling, math, language, social studies, and science.

At the end of the school year an award will be given to student’s specifying Quarter A or B Honor Rolls.

Eighth Grade Graduation

Students in eighth grade will be promoted to ninth grade, have the opportunity to participate in the eighth grade graduation ceremony, and purchase a graduation ring if the following requirements are met:

1. Cannot fail more than 2 core subjects. A yearly average of 59% or below in communication arts, mathematics, science or American history is considered failing.

*Note: At the discretion of the principal, the student may be promoted if he/she has good attendance and makes adequate progress in the class work.

An eighth grade student/or any student will not be able to graduate/be promoted to next grade level if a student is absent for more than 10 days for the school year without a doctor’s excuse or other proper medical documentation.

*Note: At the discretion of the principal, the student may be promoted if he/she has good attendance and makes adequate progress in the class work. A parent/guardian may request a hearing with the Board of Education to appeal this decision.

2. Student must pass the United States Constitution Test and the Missouri Constitution before graduation.

Valedictorian and Salutatorian

The selection of the Eighth Grade Valedictorian and Salutatorian will be determined by the Grade Point Average (GPA) in Reading, Math, Language Arts, Science, and Social Studies in grades 5 through 8. The student must be enrolled in Centerville R-1 School for the entirety of the eighth grade year to be eligible.

Discipline Procedures

When a student is sent to the office for disciplinary action, parents/guardians will be notified if possible and it will be determined if a conference is warranted. Failure of the student to come to the office when requested or to accept the assigned punishment will result in suspension. Anytime a student is sent from a class due to misconduct, that student must automatically report to the principal.

The discipline code is intended to be an illustrative, but not an exclusive, listing of acts of misconduct and the consequences for each. Misconduct that is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense and subsequent offenses may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances.

1. Assault/Battery of student(s) or staff- Use of physical force with the intent to do bodily harm.

First offense: Saturday detention for up to 10 days or Out of school suspension for 5 up to 180 days or expulsion and notify law enforcement authority.

Subsequent offenses: Out of school suspension for 11 up to 180 day or expulsion and notify law enforcement authority.
2. Fighting at school, or to and or from school-Physically striking another in mutual contact as differentiated from an assault.

First offense: Saturday school detention for 1-10 days or out of school suspension 1-180 days

Subsequent offenses: Out of school suspension 1-180 days or expulsion and notify law enforcement authority
3. Alcohol-Possession of or under the influence of alcohol.

First offense: Law enforcement officers will be notified. Out of school suspension for 5 up to 180 days.

Subsequent offenses: Out of school suspension for 11-180 days or expulsion
4. Arson-Intentionally causing or attempting to cause a fire or explosion.

First offense: Law enforcement officers will be notified. Out of school suspension for 5 up to 180 days.

Subsequent offenses: Out of school suspension for 11-180 days or expulsion and notify law enforcement authority
5. Bus Misconduct See preceding page in handbook also

First offense: Warning. Parents notified. May lose bus riding privileges for 3-5 days

Subsequent offenses: Loss of bus riding privileges for 5-10 days and possible referral to the Superintendent to determine if further action is needed.
6. Bullying: Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655)
7. Computer Misuse-accessing prohibited web sites, mistreating software and hardware, etc.

First offense: Use restricted to closely monitored situations

Subsequent offenses: Loss of computer privileges for 11-180 days
*Exception: IReady Diagnostics, AR/Star, IXL
8. Cheating

First offense: Saturday detention for 1 day or Corporal Punishment (2) and parents notified-Grade of zero (0) given to that assignment

Subsequent offenses: Saturday detention for 5-10 days or Corporal Punishment (3) and parents notified-Grade of zero (0) given to that assignment
9. Chronic Failure to Work on Assignments (make up work will be allowed)

First offense: Administrator, student, counselor conference, Parent notified

Subsequent offenses: Saturday school detention for 1-5 days or Corporal Punishment (3)
10. Dress Code Violation

First offense: Parents will be notified and student will be sent home to change (If this is not possible, clothing will be provided for student to wear over clothes in question or student will be placed in in-school suspension for that day)

Subsequent offense: Saturday school detention for 2 up to 5 days or corporal punishment

11. Defiance of Authority/Disrespect-Refusal to obey directions or defiance of staff authority.

First offense: Saturday school detention up to 5 days or corporal punishment (2)
Second: Saturday school detention up to 10 day or corporal punishment (3)

12. Disruptive Behavior or Conduct-Conduct which has the intentional effect of disturbing education or the transportation of a student

First offense: Saturday school detention up to 1-2 days or corporal punishment (2)
Subsequent offenses: Saturday school detention up to 3 days or out of school suspension up to 10 days or out of school suspension 11-180 days

13. Drugs/Controlled Substance

*Possession or presence under the influence of a controlled substance or substance represented to be a controlled Substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First offense: Law enforcement officers will be notified and out of school suspension for 5-180 days
Subsequent offenses: Law enforcement officers will be notified and out of school suspension for 11-180 days or expulsion

*Sale of a controlled substance or substance represented to be a controlled substance while at school or at any or the location described above.

First offense: Law enforcement officers will be notified and out of school suspension for 5-180 days
Subsequent offenses: Law enforcement officers will be notified and out of school suspension for 11-180 days or expulsion

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

First offense: Saturday school detention for 1-5 days or corporal punishment (2)
Subsequent offenses: Saturday school detention for 5-180 days or corporal punishment (3) or out of school suspension 5-10 day or out of school suspension for 11-180 days

15. Failure to accept punishment for an offense

First offense: May be suspended by superintendent for up to 10 school days or for 11-180 days

16. Firearms and Weapons- Firearms are guns, rifles, pistols, etc. Weapons may be knives, clubs, etc.

* Possession of a firearm

First Offense: Expulsion and notification of law enforcement officers
Subsequent offenses: Expulsion and notification of law enforcement officers

* Possession of a weapon

First offense: Out of school suspension for 10-180 days and possible expulsion
Subsequent offenses: Out of school suspension for 10-180 day and possible expulsion and notify law enforcement officers

17. Gambling-betting, throwing dice, etc.

First offense: Saturday school detention 1-10 days
Subsequent offenses: Saturday school detention 1-10 days or out of school suspension 1-10 days or corporal punishment (3)

18. Harassment or threatening bodily harm

First offense: Saturday school detention for 1-5 days or corporal punishment (2)
Subsequent offenses: Saturday school detention for 5-10 days or corporal punishment (3)
Saturday school detention for 11-180 days or expulsion

19. Improper Display of Affection-Consensual kissing or embracing

First offense: Saturday school detention for 1-5 days or corporal punishment (2)
Subsequent offenses: Saturday school detention 6-10 days or corporal punishment (3) or out of school suspension for 3-180

20. Improper Language

***Threatening Language-The use of verbal, physical, or written threats to do bodily harm to person or personal property.**

First offense: Saturday School detention for up to 10 days or corporal punishment (2)
Subsequent offenses: Saturday school detention for up to 10 days or corporal punishment (3)
or out of School suspension for 3-180 days

***Use of Obscene or Vulgar Language**

First offense: Saturday school detention for up to 10 days or corporal punishment (2)
Subsequent offenses: Saturday school detention for up to 10 days or corporal punishment (3)
or out of school suspension for 3-180 days

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

First offense: Saturday school detention for up to 10 day or corporal punishment (2)
Subsequent offenses: Saturday school detention for up to 10 days or corporal punishment (3)
or out of school suspension for 3-180 days

21. Leaving School without Permission

First offense: Saturday school detention for up to 3 days or corporal punishment (2) or out of school suspension up to 3 days
Subsequent offenses: Saturday school detention for up to 3 days or corporal punishment (3) or out of school suspension from 3 to 180 days

22. Possession or use of disruptive items or devices (water guns, personal electronic devices, etc.)

First offense: Warning or Saturday school detention for 1-5 days or corporal punishment
Subsequent offenses: Saturday school detention for 1-5 days or out of school suspension for 5-10 days or corporal punishment

23. Possession or use of harmful items or devices (firecrackers, peashooters, etc.)

First offense: Saturday school detention for 1-5 days or out of school suspension 3 days or corporal punishment (2)
Subsequent offenses: Saturday school detention for 1-5 day or out of school suspension 3 –180 days or corporal punishment (3)

24. Public Display of Affection-kissing, holding hands, etc.

First offense: Warning and parents notified or Saturday school detention 1-5 days
Subsequent offenses: Saturday school detention 6-10 days or out of school suspension 1-10 days

25. Sexual misconduct-inappropriate sexual behavior:

*** Physical touching of another student in inappropriate areas of that student's body**

First offense: Saturday school detention for up to 10 days
Subsequent offenses: Saturday school detention for up to 10 days or out of school suspension for 11-180 days or expulsion

***Indecent Exposure**

First offense: Saturday school detention for up to 10 days
Subsequent offenses: Saturday school detention for up to 10 days or out of school suspension for 11-180 days or expulsion

***Use of sexually intimidating language, objects, or pictures**

First offense: Saturday school detention for up to 10 days
Subsequent offenses: Saturday school detention for up to 10 days or out of school suspension for 11- 180 days or expulsion

26. Theft-Nonconsensual taking or attempt to take the property of another

First offense: Financial restitution/return or pay for stolen goods and Saturday school detention for up to 10 days or out of school suspension for up to 180 days or corporal punishment (3) Possibly notify law enforcement authorities
Subsequent offenses: Possibly notify law enforcement authorities and financial restitution or return or pay for stolen goods out of school suspension for 10-180 days.

27. Tobacco-Possession or use of tobacco or tobacco products.

First offense: Parents will be notified and Saturday school detention for 1-5 days or corporal punishment (2)
Subsequent offenses: Out of school suspension for 2-180 days

28. Threatening a Teacher or staff member

First offense: Saturday school detention 5-10 days or corporal punishment or out of school suspension for up to 180 days
Subsequent offenses: Out of school suspension for up to 180 days or expulsion

29. Truancy-Absent or tardy from class or classes without authorization

First offense: Parents will be notified by school officials and Saturday school detention for 1-3 days or corporal punishment
Subsequent offenses: Parents will be notified by school officials and Saturday school detention for 3-10 days or out of school suspension 3- 180 days or expulsion

30. Vandalism-Intentional damage or attempt to damage property belonging to the staff, students or the School District.

First offense: Pay for damages and Saturday school detention 1-10 days or out of school suspension 1-10 days or corporal punishment or expulsion
Subsequent offenses: Pay for damages and out of school suspension 11-180 days or corporal punishment (and/ or expulsion)

31. Wrestling, Scuffling, Tripping

First offense: Saturday school detention 1-10 days or out of school suspension 1-10 days or corporal punishment

Subsequent offenses: Saturday school detention 1-10 days or out of school suspension 1-10 days or corporal punishment

32. Student Cell Phone, Digital Cameras, and similar Electronic Devices Usage:

First offense: Warning and a Conference with Student(s) and Parent(s)
Second offense: Will be 1-3 days of Saturday School
Third offense: Will be 1-180 days of out of school suspension

Note: After school detention may be substituted for Saturday detention at the option of the principal due to teacher availability. Other offenses not mentioned will be handled at the principal's discretion. In extreme cases, any offense may result in expulsion. For Due Process consult the Centerville R-1 School Board Policy. Centerville R-1 School District has adopted the Safe School Act (HB 1301 & 1298).

Note: District does not allow recording of any conferences or meetings at the school.

Note: To be eligible for all class/school trips a student may not have more than 3 office discipline referrals, other than missing assignments, for the year.

Alternative Methods of Instruction

AMI

Purpose and Expectations

Purpose

The state legislature has passed into law the ability for districts to use Alternative Methods of Instruction (AMI) on days when there is an unexpected school/district closure beginning in the 2020-2021 school year. AMI is designed to maintain the continuity of instruction, and will allow the district to minimize the number of make-up day added to the end of the regular calendar year.

Expectations

To determine student attendance, each student will be provided with an Assignment log that identifies each assignment and the date completed. The student will sign and the student's parent/guardian will sign to validate that the student completed the tasks. All student work from AMI days will be graded and recorded by the teacher. Students will be counted present if they have turned in all completed assignments as well as the Assignment log signed and dated by both the student and the parent by the third day following the AMI day. Failure to complete assignments or turn in the Assignment Log by the student will result in an unexcused absence and a 0 on the assignment. The principal will determine whether the absence is to be counted as an unexcused absence.

Free School/Class Dojo App

Please join Our School Dojo for information such as Classroom Information, School Events, School Closings, and What's Happening at School !

Your child's teacher can send you an invitation. Please let them know if you need one.

GENERAL ADMINISTRATION

Policy 1480

School/Community

Relations

Public Complaints

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal/Superintendent
3. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

STUDENTS

Policy 2655

Discipline

Bullying

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

Bullying occurs when a student:

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

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

Important

Student Accident Insurance Policy

Centerville school is offering student accident insurance policies through K&K Insurance. You can enroll online at www.StudentInsurance-kk.com. You may also pickup an enrollment form in the school office.

School Closing Information

If school has to be cancelled for any reason, we will notify the following radio and TV Stations. If you suspect school will be closed, please tune in to one of the following:

Radio Stations

KREI-KTJJ J98 The Boot

TV Stations

KFVS 12 (Cape) *Channel 12 will display closing information on www.kfvs12.com, as well as on-the-air during their news broadcasts beginning at 5 am.

KSDK 5 News (St. Louis) * Channel 5 will display closing information on www.ksdk.com, as well as on-the-air during their news broadcasts beginning at 5 am.

FOX 2 News (St. Louis) * Channel 2 will display closing information on www.fox2now.com as well as on-the-air during their news broadcasts beginning at 5am.

Trauma Informed Schools

For information on Trauma Informed Schools go to the following website: dese.mo.gov/traumainformed

VIRTUAL LEARNING

Senate Bill 603 (2018) and House Bill 1606 (2018) created new requirements for local school districts related to virtual education and access to these courses. The Centerville School District has developed a system in order to be in compliance with these new laws. Beginning in January 2019, any student in Kindergarten through Eighth Grade enrolled in the Centerville School District who was also enrolled as a full-time student the previous semester can opt to take a course virtually through the District-approved provider or through the Missouri Course Access Program (MOCAP) organized through the Department of Elementary and Secondary Education (DESE). The following policy and procedures will help students and families through the access process if that is their desired path. Policy 6190 and Regulation 6190

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

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

If you do not want Centerville School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 1st of each year. Centerville School District has designated the following information as directory information.

- **Student's name**
- **Grade Level**

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph Minks", with a stylized flourish at the end.

Joseph Minks, EdS.
Superintendent
Centerville School District

Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.



The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 - 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 - 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7-10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo160.455

Prepare a Home Earthquake Plan

Choose a safe place in every room—under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

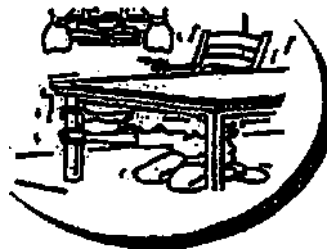
Eliminate Hazards

Consult a professional to find out additional ways you can protect your home. Such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.



Prepare a Disaster Supply Kit for Home and Car

First aid kit and essential

medications: Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity. And water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes by your bedside.

Know What to Do When the Shaking BEGINS

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions.

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

PARENTS RIGHT TO KNOW

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

| Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents | |
|---|--|
| General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? | |
| Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? | Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently? |
| Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? | |

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.

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.

1. 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.

2. 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).

3. 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.

4. 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.

Important

Please complete and return to school

Dear Parent/Guardian:

We ask that you review the student handbook with your Child/Children. Please sign and detach this form and return it to school by **Friday, August 26, 2022.**

My student(s), _____ and I have read and reviewed the student handbook for the 2022-23 school year.

Signature: _____

Date: _____

Corporal Punishment Policy:

Corporal Punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by the principal or other district administrator.

_____ I do give permission for my (child/children) to be paddled at school.

_____ I do not give permission for my (child/children) to be paddled at school.

Parent Signature

Date