

# **Festus Middle School Student Handbook 2018-2019**

Students and Patrons,

Welcome to Festus Middle School! I am honored to be able to serve this community as the Principal of our school. Festus Middle School has a long history of success and achievement that we welcome you and your family to be a part of.

Our focus at this school is preparing all of our students to be successful in their future by educating and supporting every child to be able to reach their goals. This starts with a quality education, that they will find here, but continues into their social and emotional well-being that is important for every person during these middle school years. We believe every single student can achieve and we will find ways to support every student to help ensure through hard work and determination they can achieve anything they set their mind to.

If you ever need anything, please never hesitate to contact me anytime here at the school. My contact information can be found below. I look forward to an amazing school year working with you and your children.

Joe Willis  
Building Principal  
Festus Middle School  
willisjoseph@festusedu.com

## **THIS ACADEMIC PLANNER BELONGS TO:**

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

**Grade:** \_\_\_\_\_ **PAWS Teacher/Team:** \_\_\_\_\_

**Locker:** \_\_\_\_\_ **Combination:** \_\_\_\_\_ **Library #:** \_\_\_\_\_

**User Name:** \_\_\_\_\_ **Password:** \_\_\_\_\_ **Moby Max:** \_\_\_\_\_

### **ZPD/Reading Level Range**

**1<sup>st</sup> Qtr:** \_\_\_\_\_ **2<sup>nd</sup> Qtr:** \_\_\_\_\_ **3<sup>rd</sup> Qtr:** \_\_\_\_\_ **4<sup>th</sup> Qtr:** \_\_\_\_\_

### **AR Goal**

**1<sup>st</sup> Qtr:** \_\_\_\_\_ **2<sup>nd</sup> Qtr:** \_\_\_\_\_ **3<sup>rd</sup> Qtr:** \_\_\_\_\_ **4<sup>th</sup> Qtr:** \_\_\_\_\_

## **2018-2019 CLASSROOM SCHEDULE**

Period	First Semester		Second Semester	
	Subject	Teacher	Subject	Teacher
1				
2				
3				
4				
5				
PAWS				
6				
7				

## Policy of Non-Discrimination

It is the policy of the **Festus R-VI School District** not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1965, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries, related to R-VI programs and to the location of District services, activities, and facilities that are accessible to and usable by persons with disabilities may be directed – Civil Rights Compliance (Title VI/Title IX/Section 504/ADA/Age Act): 1500 Mid-Meadow Lane, Festus, MO 63028; Telephone: 636.937.4920; email: [ruessnicki@festusedu.com](mailto:ruessnicki@festusedu.com) Attention Assistant Superintendent, Dr. Nicki Ruess.

Inquiries related to the R-VI employment practices may be directed to the Roy Burnside Administrative Building; Festus R-VI School District; 1515 Mid-Meadow Lane, Festus, MO 63028; Telephone: 636.937.4920; email: [holdernathan@festusedu.com](mailto:holdernathan@festusedu.com) Attention Assistant Superintendent, Mr. Nathan Holder.

Anyone attending meetings of the Festus R-VI Board of Education who requires auxiliary aids or services should request such services no later than 48 hours prior to the meeting by contacting:

Dr. Link Luttrell, Festus R-VI Superintendent  
1515 Mid-Meadow Lane, Festus, MO 63028  
Phone: 636.937.4920 Fax: 636.937.8925

Inquiries or concerns regarding civil rights compliance may also be directed to the **Office of Civil Rights**, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; Telephone: 816.268.0550; Fax: 816.823.1404; TDD: 877.521.2172.

Additional information can be viewed at:

<http://policy.msbanet.org/festus/showpolicy.php?file=AC-C.FES>

District Mission Statement  
**“Educating all children to meet tomorrow’s challenges”**

Middle School Mission Statement  
**“Empowering our students to excel both academically and socially”**

Festus Middle School

1717 West Main Street  
**937-5417 fax 937-4171**  
Principal: Mr. Joe Willis  
Asst. Principal: Mr. Jacob Muñoz  
Counselor: Mrs. Wendy Mickley

Festus Senior High School

501 West Wind Drive  
**937-5410 fax 937-8048**  
Principal: Mr. Karl Shiningier  
Asst. Principal: Mr. Joel Roth  
Asst. Pr. /Athletic Dir: Mr. Eric Allen

Festus Intermediate School

1501 Mid-Meadow Lane  
**937-4750 fax 937-6106**  
Principal: Mr. Spencer Kearns  
Asst. Principal: Mrs. Deana Brown

Festus Elementary School

1500 Mid-Meadow Lane  
**937-4063 fax 937-7870**  
Principal: Dr. Darin Siefert  
Asst. Principal: Mrs. Sandra Benack

Central Office

1515 Mid-Meadow Lane  
**937-4920 fax 937-8525**  
Superintendent: Dr. Link Luttrell  
Asst. Superintendent: Mr. Nathan Holder  
Asst. Superintendent of Teaching and Learning: Dr. Nicki Ruess  
Technology Director: Mr. Josh Bauman

Festus Transportation Center

11311 Pounds Road, Festus  
**937-5716**  
Director: Ms. Jeanine Sabatino

Festus School District Web Site Address: **[www.festus.k12.mo.us](http://www.festus.k12.mo.us)**

**NOTE:** Board of Education Policies and Regulations supersede all handbooks and school regulations. If you have a question regarding policy or procedures, or for information relating to district School Board Policy, please contact the building principal or access the district website.

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**District Calendar goes here**



**Building map goes here**

**Administrative Rules and Regulations:**

### **Academic Dishonesty (Includes Cheating and Plagiarism):**

Plagiarism is copying or using the thoughts of another as your own without giving credit. Plagiarism is also considered cheating. Students are expected to generate original work with effort at all times. Students are considered to be cheating when they copy the work of another person or seek verbal, written or electronic assistance that has not been approved by the teacher when completing work for a class. This includes sharing or using another's password for online assessments. If a student is caught cheating, they will receive a "zero" for the work done (This includes the student(s) who provided the information). In addition, the teacher will notify the student's parent or guardian and possible referral to the office. Refer to the Festus R-VI School District Board Policy JG-R.

**Accidents:** Any injury occurring at school should be reported to a staff member, teacher, coach, school nurse, or administrator immediately.

### **Activity Program:**

The school provides a broad program of student activities, co-curricular, and other selected activities for all students. The Superintendent and/or the Principal must approve all activities. Students are encouraged to participate in at least one activity. Students who participate in activities become high achievers and are less likely to drop out of school.

### **Announcements:**

Daily announcements are posted on SIS and shared during first hour at the convenience of the teacher to protect instructional time. Additional minutes are built in to first hour for this purpose. Announcements are always posted online on our web site [www.festus.k12.mo.us](http://www.festus.k12.mo.us) Go to the Middle School link and click on Daily Announcements.

### **Assemblies:**

Students are expected to be courteous and respectful at all school activities. Students may be excluded for failure to meet this expectation. Each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior in assemblies includes, but is not limited to, whistling, inappropriate clapping, boisterousness, and talking/disrespect during a program.

### **Attendance:**

Students are expected to be **present and punctual** for all of their classes throughout the school year. Students will not be excused from school except in cases of uncontrollable circumstances such as illness, doctor appointment, or a death in the family. Students absent from school or who leave early through the nurse's office will not be allowed to attend evening activities during their absences.

Attendance is on file for each student. An accurate record is kept of all absences and tardies. Multiple unexcused absences and tardies violate state law and can be categorized as trancies. Skipping class may be considered truancy.

Parents can access attendance information on the Internet via Parent Portal through the Festus school website at [www.festus.k12.mo.us](http://www.festus.k12.mo.us) Go to the Parent Tab and click on Parent Portal.

### **FMS Attendance Policy:**

#### **FESTUS MIDDLE SCHOOL STUDENT ABSENCES AND EXCUSES**

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

#### **Student Absences and Excuses**

1. In case of absence, **it is the responsibility of the parent/guardian to notify the school.** If the school is not notified on the day of the absence, a note from the parent or guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received. Only administrative approval can change the status of any absence.
2. Excusable absences include:

- a. Illness of the student (a physician's statement will be required for absences in excess of seven per semester in order for the absence to be excused.)
- b. Days of religious observance
- c. Death in the family
- d. Doctor and dental appointments (parents are strongly encouraged to make such appointments outside of school hours when possible.)
- e. Court appearances
- f. Other absences to be considered at the discretion of administration on an individual basis.

When a parent is aware in advance that their child will be absent from school, it is the parent's responsibility to inform the school prior to the absence. Documentation will be required to support a pattern of absences which, in total, are seen as excessive.

3. All assignments missed due to absences are expected to be made up. **Work may be requested by parents for pick-up AFTER the third day of absence.** Parents may also check Parent Portal for missed work. For absences less than three days, it shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments, as per the following procedures:
  - a. Students must be in attendance to take and receive full credit for semester finals (mid and end of year, just prior to winter break and the last week of the school year). It is the responsibility of the parents to plan in advance in accordance with finals dates. Extraneous circumstances may be considered at the discretion of administration on an individual basis.
  - b. The student shall obtain assignments from appropriate staff members.
  - c. Arrangements should be made in advance if the absence is foreseen.
  - d. All assigned work should be submitted upon returning to school if the absence is prearranged.
  - e. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.
  - f. If absenteeism is excessive and make up time is required, the Saturday School make up time must be scheduled within one (1) week of the date of return to school.
  - g. Once the student has scheduled Saturday School make up time, classroom teachers will be notified to send the appropriate make up work to the Saturday school instructor.
4. Attendance patterns for all students will be closely monitored. The principal and/or staff will take appropriate action to investigate absences that are not excusable. Seven (7) total absences per semester will be considered excessive for the purpose of potentially establishing a pattern of truancy or educational neglect (nature of absence will be used to assist in determining the appropriate course of action). The following procedures will be implemented once a student is absent:
  - a. Beginning with the first student absence:
    - i. If the parent or guardian does not contact the school to report the absence, the school will make contact by phone or letter to verify the absence.
    - ii. The parent or guardian will be made aware of the student's attendance and school district policy/regulations.
  - b. Five (5) days of absence per semester:
    - i. The school will send a letter of concern, which includes the attendance policy/regulations, and a copy of the student's attendance record.
    - ii. The letter will indicate that on the 7<sup>th</sup> day of absence, a physician's note is required, or Saturday School may be issued for absent students to make up instructional time missed. If the student does not attend the assigned Saturday School, appropriate agencies will be notified.
    - iii. The letter may include a request for a parent/student/counselor conference.
    - iv. The student's attendance patterns will be identified and discussed.
    - v. If a parent conference is required, a plan will be developed to improve the student's attendance.
    - vi. Parents will be informed of possible outside agency referrals, if absences continue.
    - vii. Referral to truancy court may be made.
  - c. Seven (7) days of absence per semester:
    - i. Saturday School may be issued to absent students to make up instructional time, if no physician's note has been received.
    - ii. If Saturday School is not served, appropriate agencies will be notified and another Saturday School may be assigned.
  - d. Ten (10) days of absence per semester:
    - i. The school will send a letter of concern, which includes the attendance policy/regulations and a copy of the student's attendance record.
    - ii. The letter will include a request for a parent/student/counselor conference.
    - iii. Excusable absences will be taken into consideration prior to the school notifying the Jefferson County Juvenile Office, the Truancy Court Judge and/or the Children's Services, whichever applies after the student's tenth absence.
    - iv. Administration, counselor, parents, and student will develop or revise a plan to improve attendance.
    - v. Student may be referred to Truancy Court.
  - e. Appropriate Referral Agencies:
    - i. Jefferson County Juvenile Office, the Truancy Court Judge and/or Children's Services will be notified when parents have not cooperated with school-based efforts (calls, letters, and conferences) and absences continue.
  - f. The school will maintain the following documentation and/or data:



- i. Documented dates of letters, policies, and regulations that are sent to parents
  - ii. Documented phone calls and parental responses
  - iii. Documented conference dates and parental responses
  - iv. Documented attendance plans and any revisions
  - v. Maintain student attendance records
- g. Any absence from class as a result of a school-sanctioned activity will not be considered an absence for purposes of this regulation. (Example: field trip, athletic event, student activity, etc.)
- h. Days of student suspension are not considered days absent for purposes of this regulation.
- i. Exceptions to this stated regulation will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.
- j. The district's/school's inadvertent failure to comply with any procedure set forth in this regulation, including but not limited to the notice provisions, will not protect the student from the consequences for excessive absences as provided in this policy.

### **Procedures:**

#### **Notification of Absences:**

Parents are requested to call the school **prior to 8:30 am (636) 937-5417** to notify us of your child's absence. **(Remember, work may be requested by parents for pick-up AFTER the third day of absence.)** An excused absence will require verification from the parent by phone or a written note upon the student's return. If parent/guardian contact has not been made, the office will attempt to contact a parent/guardian through our School Messenger call system.

#### **Returning from Absences:**

**Any parent or doctor notes will need to be turned into the office upon return between 7:25-7:35 am.** An excused absence entitles the student the opportunity to make up missed work. **It is the student's responsibility to contact each of their teachers to make the necessary arrangements to complete missed work.** Teachers will allow missed assignments to be made up in a reasonable period of time but not less than the same number of days missed. A "zero" or "Missing Assignment" will be recorded in the gradebook for each assignment not turned in during an absence until turned in; late points will be deducted if not turned in within the specified time.

#### **Travel or Other Absences:**

Absences due to leaving town or medical reasons may be **excused if the school is notified in writing to the main office by the parents at least 3 days prior** to the absence date, or by written verification from a doctor. Prior approval by the Principal is mandatory. Failure to obtain prior approval through appropriate written notification will result in an unexcused absence.

#### **Backpacks:**

Backpacks should be stored in lockers during the school day. They are not to be carried around the halls between classes, brought into classrooms, or to the lunch room. A small gym bag may be used to carry gym clothes to and from your locker for PE class. Backpacks should be used for transporting your school items to and from school not for hauling them around during the day.

#### **Behavior Expectations:**

Students in middle school assume increased responsibility in carrying out student affairs. Along with this responsibility, students are expected to learn to accept authority, to follow rules, as well as to help make them, and to act courteously and respectfully to others as they expect others to act courteously toward them. The "Code of Conduct" for middle school students outlines the rules, which have been deemed appropriate and necessary for the maintenance of a wholesome school climate. These rules and standards apply to student conduct on school premises, at school functions of any kind, off school premises, which directly affect the school, on school buses and involving any school property. Discipline is based on a philosophy designed to assist students to change inappropriate behavior and to enable them to develop self-discipline. All students are expected to conduct themselves in a manner that promotes the educational and social purposes of the school. Students are to cooperate with and respect the rights of other students and school employees. The school notifies parents concerning student problems.

#### **Building and Premises:**

All students are to remain in the building unless accompanied or otherwise directed by a teacher.

#### **Bulletin Boards and Posters:**

The Principal must approve the posting of any notices or other information in the building by students or student organizations.

#### **Bullying:**

These are any activities by individuals or groups that are intended to intimidate, cause physical or mental harm, humiliate, cause forced conduct, or harassment, by means of physical or verbal threats, verbal taunts, extortion, theft or damage to property. Hazing and Bullying is considered a serious disciplinary violation and will be disciplined in accordance with the Festus R-VI School District Discipline Policies, which may include possible Out-of-School Suspension.

### **Cafeteria:**

Breakfast is served daily (\$1.25 per tray) 7:20-7:35 (8:20-8:35 on Wednesdays) with a Grab and Go option for those arriving to school after 7:30 AM (8:30 AM on Wednesday). Lunch (\$2.40 per tray) is as scheduled. We appreciate your cooperation in:

- Disposing of gum prior to entering the lunch line
- Depositing all recycled materials in recycling and litter in wastebaskets
- Returning all trays and utensils to the dish-washing area
- Leaving the table and floor around your place clean for others

### **STUDENT CAFETERIA PROCEDURE:**

1. Students line up in the cafeteria hallway and wait to be dismissed once tables have been cleaned.
2. Students who have lunch detention will be called to the designated area.
3. Students will go directly to the serving lines.
4. When finished eating, **students who do not have lunch detention** and who exhibit appropriate behavior may clean up their trash and trays and proceed to the multi-purpose room as directed by an adult. The following activities are acceptable:
  - a. Reading
  - b. Sitting and talking quietly
  - c. Foosball
  - d. Knock Out
  - e. Air hockey

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at **\$2.40 per lunch tray**. Please keep in mind that **energy drinks are an unhealthy beverage** choice for students in their early teenage years. Caffeine in high doses stimulates their systems and can cause high blood pressure, jitteriness, lack of attentiveness and sluggish, listless behavior as caffeine's effects wear off. Parents who wish to eat lunch with their child should notify the main office in advance. **No outside restaurant food is allowed to be delivered or brought into the cafeteria. Individual or small group parties during lunch time are disruptive to the lunch room environment.** Please contact the office with any questions. Water and juice from the machines is permitted in the cafeteria. Lunches can be purchased by putting money into the student's cafeteria account using cash, check, or through Paypal online. The student will receive a PIN number to use in order to purchase their meals; students must memorize this number. No food may be eaten anywhere other than in the cafeteria. Students must clean up their trash on their tables prior to leaving the cafeteria. The only restrooms open to students at lunch are in the cafeteria. Students who do not use the cafeteria properly will be held accountable. **Food or beverages may not be taken into the hallways. No open containers are allowed outside the cafeteria.**

### **Cell Phone Usage and Other Electronic Devices:**

All cell phones and other electronic devices should be **POWERED OFF AND KEPT OUT OF SIGHT during school hours. Cell phones and other electronic devices such as Kindles, Nooks, iPads, etc. may not be used at any time during the school day without prior approval from a staff member.** Students may not text message, take pictures, IM, use internet, etc. during school hours 7:29 – 2:25 (Wednesday, 8:29 – 2:25). If a parent needs to contact a student, please call the office at (636)937-5417 to leave a message for your child. **Please do not call or text their personal cell phones during school hours.** If a student needs to contact a parent/guardian during the school day, they need permission from a staff member. Use of electronic devices without prior permission from a staff member will result in disciplinary action.

(continued)

- **First offense:** written warning- ticket issued, parents contacted.
- **Subsequent offenses:** 1 hour After School Detention (ASD), Academic Reassignment (ISS), or Out of School Suspension (OSS)

Cameras, laser lights, personal gaming devices, and other toys, are not permitted in school. Items that interfere with classroom learning will be confiscated. **The school will not be responsible for any lost, stolen or broken items brought by a student.**

**Chromebook Responsibility:** Each student will be issued a chromebook and will be responsible for its care and maintenance as well as for having it charged and with them on a daily basis as a part of

being prepared for class. Please refer to the 1:1 Student Technology Handbook for specific expectations and requirements of students with regard to the devices they will be issued.

### **Class Changes:**

Parents may make a written request for a class change to the Principal or the Assistant Principal, who has the authority to approve or reject all class changes. No class changes will be made after the first week of either semester.

### **Controlled Substances (Drugs/Alcohol):**

The use, possession, sale, purchase, or transfer of any controlled substance, drug paraphernalia, synthetic drug, over-the-counter drug, or counterfeit drug while on school grounds is strictly prohibited. This policy includes all forms of drugs, alcohol, or narcotics. Any drug determined to be in violation of local, state, or federal laws, including the misuse of prescription drugs, will be confiscated and appropriate discipline issued. For any violation, the Principal will act in accordance with Board of Education Policies. The student's parents, the Superintendent, and local law enforcement authorities will be contacted. Notification of actions taken will be sent to parents by mail. Refer to Festus R-VI School District Board Policy JG-R.

### **Counseling and Guidance Services:**

Counselors help students with academic concerns, career information, achievement testing, test interpretation, as well as social or personal problems. Students may visit the counseling office (Room 209) before or after school, between classes, or by appointment.

### **Disaster and Emergency Notification:**

For all emergencies, we will follow our district crisis intervention plan. After you return to the building, the counselors and the administration will meet with all necessary parties including teachers, staff, and students.

In an emergency situation all students and staff will be notified in the following manner:

- **Bomb Evacuation** Announcement to be made to evacuate the building.
- **Earthquake** **No Alarm** necessary; teachers will direct students to take appropriate precautions; announcement may follow.
- **Fire/Building Evacuation** **Fire Alarms** will sound continuously; announcement may follow.
- **Intruder Announcement:** "There is an intruder in the building." Follow A.L.I.C.E. procedures as directed by your teacher or other staff member.
- **Lockdown** Announcement will be made to "Lockdown." Doors closed and locked (outside and inside); **no intruder**
- **Tornado** **Announcement or Bells** will sound for intervals of approximately 2 seconds each – teachers will direct students to safe areas; announcement may follow.

### **Bomb Threats and False Alarms:**

All bomb threats or false alarms are taken seriously! Making a false bomb threat or causing a false alarm, including dialing 911, is a crime. The disciplinary response for any student(s) making such a threat or causing a false alarm is severe and considered a serious disciplinary violation. Violations will be reported to the local law enforcement authorities. Students will be disciplined in accordance with the Festus R-VI School District Discipline Policies, which will include Out-of-School Suspension and possibly Expulsion.

### **Earthquake:**

In the event of an earthquake, teachers and other adult supervisors will take immediate action for your safety. After an all clear, students will follow the regular emergency evacuation procedures, unless normal exits are blocked (If exits are unavailable, safer alternate routes will be taken.)

### **Fire and Building Evacuation Bomb Threat:**

In case of a Fire or Bomb Threat, evacuate according to emergency plan instructions.

### **Intruder Warning:**

Upon hearing the intruder warning, if **you** are in a hallway, immediately enter whatever classroom is closest. Teachers will close (and lock) classroom doors. Teachers will provide you instructions for your safety. If outside, remain outdoors; follow teacher direction.

**Lockdown: (Internal and External)**

(Internal) Upon hearing the Lockdown warning, if **you** are in a hallway, immediately enter whatever classroom is closest. Teachers will close (and lock) classroom doors. Teachers will provide you instructions for your safety. If outside, follow teacher direction and return immediately to the building. (External) Exterior doors will be locked and individuals do not come in or go out of the building. Students and staff are free to move about inside the building.

**Tornado:** In case of a Tornado, students will be directed to the appropriate locations.

**Discipline:**

Disciplinary issues are handled in the manner outlined in the disciplinary policy JG-R, adopted by the Festus R-VI Board of Education. The office notifies parents of continuous or serious disciplinary incidents. Disciplinary actions are handled on an individual basis and in the manner outlined in the disciplinary policy adopted by the Festus R-VI Board of Education.

*In general, student discipline of ten days or less, including Out of School Suspensions (OSS) are not appealable and are considered building level decisions.*

**Lunch Detentions:** May be assigned by any faculty member based upon their classroom discipline policy. Lunch Detentions are normally given for minor classroom expectation infractions, are 20 – 22 minutes in length during lunch, and do not require parent notification.

**Teacher Issued Detentions (8<sup>th</sup> Hours):** May be assigned by any faculty member based upon their classroom discipline policy. Eighth hours are 30 minutes in length. Students are notified in writing at least twenty-four hours in advance of the assignment. Teachers will attempt to contact the parents with a phone call and/or email.

**After School Detention (ASD):** ASD may be assigned by the Principal or the Assistant Principal and is 1 hour in length. ASDs are assigned Monday through Friday. Students are notified in writing at least twenty-four hours in advance of the assignment. A letter will be sent with the student, and administration will attempt to contact the parents with a phone call and/or email.

**Saturday School:**

Only an administrator may assign Saturday School. Students will have the opportunity to work on class assignments under the supervision of a teacher. Saturday School begins promptly at 8:00 a.m. and is over at 12:00 noon. Students should arrive at 7:55 to ensure they do not miss their Saturday School. Arriving late, being asked to leave, or missing Saturday School will result in a one day In School Suspension on the next regular school day. The privilege of participating in extra-curricular activities, including athletic practices and games, is denied until the Saturday School or the OSS or ISS is served. Parents will be notified.

**Academic Reassignment (In-School-Suspension-ISS):**

Only an administrator may assign Academic Reassignment (ISS). In-School Suspension is located at the high school. Students will be dropped off by parents or school bus and report to the In-School Suspension room each day assigned. All work must be completed and will be checked and collected while in ISS. Students will receive credit for work completed in ISS. Refusal to serve or comply with rules of ISS will result in additional days of ISS or possibly Out-of-School Suspension for the remainder of days with possible additional days up to the length of the original ISS. Students may not participate in or attend after school activities until the entire assigned days of In-School Suspension have been served and the student has returned to and has participated in the normal daily schedule. Parents will be notified.

**Out-of-School Suspension (OSS):**

Only an administrator may assign Out-of-School Suspension. During an Out-of-School Suspension assignment students may not participate in or attend any school activities on any campus. Parents will be notified.

For an Out-of-School Suspension of less than 10 days, students will receive <b>no credit</b> in accordance with the Festus R-VI District Policy. It is recommended, however, that parents request work for students to complete to keep up with the curriculum so students will have a better understanding of the learning upon
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their return to school. However, for any suspension lasting more than 10 consecutive days, students may earn up to 70% credit for their work.

### **Dress Code:**

All students are to dress appropriately. While respecting individuality, certain guidelines must be followed in order to maintain a positive learning environment. This includes after school sports and activities. Clothing or other attire that distracts from the instructional process, is offensive, immodest, or jeopardizes one's safety is prohibited. The following rules of dress and grooming have been established:

- Dress that is inappropriate to a school setting, dress that is extreme, exhibitionist, or immodest fit or style to the extent it interferes with the instructional process is not allowed. Pajamas, fishnet shirts, spaghetti strap tops, tank tops (with less than a 2" strap), muscle shirts, sleeveless shirts with large armholes, **leggings worn as pants or spandex bike shorts/capris**, see-through blouses/shirts (must have a shirt underneath that meets the guidelines for appropriate strap width and length), or clothing that expose a bare-midriff or undergarment exposure (including sagging pants) **is not permitted. Straps of shirt must completely cover undergarments (2" min.).** Cleavage area must be adequately covered. Inappropriate holes in shirts, shorts and pants are not permitted. Shorts (including Sophies and **running shorts**) or skirts that do not cover adequately will not be permitted. **Length of shorts and skirts must be past fingertips with arms at sides.** Pajama pants may only be worn on specific days (spirit days, etc.) when announced by administration and teachers.
- Clothing or other articles that contain racial, sexually suggestive, or other patently offensive words, emblems or insignias are not permitted.
- Clothing or materials that advertise, promote, or suggest the use of weapons/violence, alcohol, drugs, or tobacco (including electronic cigarettes) are not allowed.
- Chains should not be worn as a belt or wallet attachment.
- Reasonable cleanliness of person and apparel is expected as a matter of health.
- Hats, bandanas, or scarves that cover the head are not to be worn in the building.
- Safety Pins should not be worn on clothing or as jewelry.

Violation of the Student Dress Code will be handled in accordance of the disciplinary policy adopted by the Festus R-VI Board of Education, which includes student/parent correction of the violation and/or removal of the student until violation is corrected. This dress code applies to all student activities.

### **Emergency Information:**

It is essential that the school have a name and phone number of someone to call in case of an emergency, such as student accident or illness. Parents and students should keep this information current and updated through the office.

### **School Messenger Parent Notification System:**

Please fill out an updated School Messenger form with the office if you wish to have your numbers entered into the system. School Messenger will call parents with important and emergency information, whether during the school day or after school hours.

### **Extra-Curricular Activities and Trips, and Special Activities:**

All students must travel to and from school-sponsored events in transportation provided by the school district. The sponsor and a school administrator must approve permission for students to be transported by any other means. If a parent wishes to take a student after an event, he or she must sign them out with the coach, sponsor, or school official responsible for the event. Field trips and special activities are planned throughout the school year. Participation in these activities is a privilege earned through good attendance, good grades, and proper behavior. **Students may be required to have assignments up to date in order to participate.**

Students must be in full attendance at school on the day an activity or contest takes place. A student who is absent on the day or any part of the day of an activity, practice or game, will not be eligible to participate without the permission of the Principal or the Assistant Principal.

All students are encouraged to try-out for the school's activity programs. The required standards of the school and those of the Missouri State High School Activities Association must be met. The first standard is citizenship.

A good school citizen:

- Attends school regularly
- Academic Progress in good standing
- Conduct meets the standards of good school discipline
- Obeys the laws of the community

**Student Activities:** All students are encouraged to participate in these scheduled activities. Some activities include: Team or individual sports activities, Quiz Bowl, and a number of other student activities throughout the year. Activities may vary from one grade level to another. Students must meet grade level established criteria to be eligible to participate as stated above.

### **Fees and Fines:**

Fees and/or fines owed must be paid before a student is eligible to participate in special activities unless otherwise approved by the building Principal. Students need to return borrowed materials, textbooks and pay all fines in a timely manner or additional consequences such as lunch detention, after school detention, etc. may apply.

### **Fighting/Assault (verbal or physical):**

Fighting/Assault is considered a serious disciplinary violation and may be reported to the local law enforcement authorities if deemed necessary. Students will be disciplined in accordance with the Festus R-VI School District Discipline Policies, which includes possible Out-of-School Suspension. Fighting/Assault carries a minimum three-day Out-of-School Suspension.

### **Fireworks:**

Possession or firing of any type of fireworks on school premises is considered a serious disciplinary violation and will be reported to the local law enforcement authorities. Students will be disciplined in accordance with the Festus R-VI School District Discipline Policies, which includes possible Out-of-School Suspension.

### **Food and Drinks:**

Drinks brought to school must remain **unopened** until lunch or after school. **NO OPEN CONTAINERS** are to be brought in to school. Food and drinks are not allowed outside of the cafeteria except during approved activities. **No glass containers of any kind are permitted on the school grounds. Clear, sealable, plastic water bottles containing WATER ONLY may be permitted in some of the classrooms with prior teacher approval.**

### **Fundraising:**

Students are not permitted to advertise, sell or distribute any information or fund raising articles for outside groups, clubs or activities on school property without permission from the Principal.

### **General Information:**

- Student devised building expectations are to be followed as written on matrix
- Any student out of class must have a hall pass (located in the Student Planner) issued by a teacher or the office.
- Students are to walk at all times while in the building.
- Horseplay, which often results in misunderstanding, accidents, or worse, is not permitted. Disciplinary action may occur as a result of horseplay.
- Students may not bring large duffle bags to school; these pose safety issues and do not fit in the lockers.

### **Grading and Grade Reports:**

Evaluation of student progress is a continuous process. Asking a teacher for assignments missed (excused absence) is the student's responsibility. Teachers will then advise you of work missed or work due. All work must be made up in a reasonable period of time. (See Absences)

All teachers use the following grading scale:

<u>Letter</u>	<u>Grade</u>		
<u>Grade</u>	<u>Point</u>	<u>Scale</u>	<u>Interpretation</u>
A	4.00	96-100	Excellent Work
A-	3.67	90-95	" "
B+	3.33	87-89	Above Average
B	3.00	84-86	" "
B-	2.67	80-83	" "
C+	2.33	77-79	Average Work
C	2.00	74-76	" "
C-	1.67	70-73	" "
D+	1.33	67-69	Below Average
D	1.00	64-66	Needs Improvement

D-	0.67	60-63	"	"
F	0.00	59-0	Failing	

Progress reports are given to students every three weeks in each grading period. It is the student's responsibility to give these to parents. Parents are encouraged to contact the school anytime to check on a student's progress, or utilize Parent Portal, parent web access to view a student's progress.

### **Honor Roll and Honorable Mention:**

Honor Roll and Honorable Mention are determined at the end of each grading period. Requirements are as follows:

- Honor Roll: B+ average or better (3.33), with no grades below a C-
- Honorable Mention: B- average or above (2.67 – 3.32), with no grades below a C-

### **Inclement Weather or Emergency:**

During periods of inclement weather or school emergencies (such as a water-main break) school may be canceled or released early. Please tune your radios to KJFF 1400AM or KTJJ 98.6FM. Area television stations also carry school-closing information. Please make prior arrangements for supervision of your child in such an event. If you have filled out a School Messenger form, the system will notify you of school closings and/or early dismissals.

### **Library Fines:**

Fines are assessed for overdue, damaged, and lost materials from the library. Special privileges may be withheld if fines are not paid.

### **Lockers:**

**Students are assigned lockers with built-in combination locks.** You may not use other locks.

You must maintain your locker in good repair. Lockers must be kept neat and clean. Failure to properly maintain lockers may result in a loss of locker privileges. **You may not change lockers without office approval.** Lockers should remain locked at all times. Violation may result in loss of locker privileges.

### **Lost and Found:**

The lost and found table is located on the first floor next to the library entrance. Check this table for lost items before coming to the office. Unclaimed articles will be given to a charitable organization at the end of each quarter. Items of significant value will be kept in the office and an attempt will be made to locate the owner.

### **Lying/Dishonesty:**

Students are expected to be honest and forthcoming with information when questioned by a staff member or administrator. Withholding facts, distorting information, and/or providing false information may result in appropriate disciplinary action.

### **Medications:**

**All student medications are to be left in the nurse's office. Students should not have any medications, prescription or over the counter, in their possession** (See Controlled Substances). The nurse or a designee will distribute medications to students as prescribed or needed. All prescription medications must be in the original bottle or case with the doctor's name, date of medication, and student's name on the label. Students will not be given aspirin or Tylenol unless their parents provide written permission. (See Controlled Substances) Students will be called to the office for admission of medication, based on doctor's orders. Except for serious injury or illness, students may come to the office between classes (with prior teacher notification) or before school for all other health concerns. Unless an emergency arises, you will not be permitted to come to the office during classes.

### **Missing Work:**

Students are expected to **complete all homework assignments on time** and to an acceptable level of performance. If a student does not complete homework on time or it does not meet expectations, it will be marked in the gradebook as MSNG. This special mark in the gradebook means that the teacher still requires action from the student, whether it is turning in the entire assignment, part of the assignment that is missing, or a redo. Once the student fulfills that requirement, the teacher will update the gradebook and remove the MSNG mark at their earliest convenience. Parents will receive weekly reports through email showing all assignments marked as missing for their student. Students with missing assignments will not be eligible to participate in incentive activities, attend extra-curricular activities, may have points deducted from their score when late, and may receive additional consequences such as a parent/teacher conference, mandatory tutoring, working lunch and/or Saturday School. In order to teach responsibility, students need to contact the teacher personally about any missing work prior to your parents contacting the teacher.

### **National Junior Honor Society:**

Induction into the National Junior Honor Society is an honor bestowed upon qualified students by a faculty council. Membership is based upon citizenship, scholarship, character, leadership, and service. Candidates will be evaluated by teachers and administration, according to set standards.

### **Nurse Policies and Procedures:**

If you are feeling ill or need medication **please check in with your teacher for permission to see the nurse.** This will let your teacher know not to count you absent for that hour. **Please do not call or text your parent/guardian to pick you up from school.** You must first be assessed by the school nurse. If your assessment shows that you have a fever at or above 100°F or other symptoms that indicate you are ill and/or contagious, **the nurse will call your parent/guardian to pick you up.** **Students using their cell phones to call parents to come get them without checking with the nurse will result in a cell phone violation.**

### **Parent Portal:**

Parents can access vital information such as attendance, grades, homework, missing work, and lunch account balances through Parent Portal. The link to Parent Portal can be accessed from the district website under the Parent tab. If a student loses an assignment, many are available to print from Parent Portal.

### **PAWS Time:**

Progressive Academic Working Support time is a designated time every day, approximately 22 minutes in length near lunch, dedicated to academic reinforcement and enrichment, SSR (sustained silent reading) and character activities/projects. Students should come prepared for PAWS with their planner, AR book, writing utensil, and binder and/or work that needs to be completed.

### **Phones and Use:**

**The office phones are for business use only.** This phone is not to be used during classes. If necessary, the office will contact parents for students in an emergency. Students may use the Student Office Phone between classes with office approval. Students should not use personal cell phones during school hours unless given permission to do so by school personnel.

### **Physical Education Class-To Be Excused from PE classes due to injury or illness:**

Students may be excused from participation once per quarter with a signed note from a parent stating a valid reason for the excuse. Additional excuses from participation may be granted upon presenting a **signed note from a physician** that excuses the student from participation or limits participation in specific activities. As physical education is a required course, students will be required to complete an alternative assignment during any period in which they are excused. The Festus R-VI School District wellness program supports physical activity and recognizes that physical education is a participation-based course important to student growth and development. All school dress code policies also apply to physical education class (examples: no Sophies, short length must be past fingertips).

### **Planners:**

All students are required to have a student planner. Students will use their planner in all classes each day. Students must present this planner to a teacher before a hall pass is issued. It is the **student's responsibility** to copy down from each class all assignments, assignment due dates, make-up work, etc. The school will initially provide a planner to each student. If students lose their planners, they will have to buy another for a cost of \$6.00. Planners may be purchased in the office.

### **Retention Criteria:**

Retention may occur if a student fails two or more core courses (mathematics, science, language arts, and social studies) for the year. Grades, standardized tests scores, and teacher recommendations are the three criteria used to evaluate performance.

### **Schedule of Classes:**

**Mon. /Tues. /Thurs. /Fri. Schedule:**

Period	Times
1	7:35 - 8:25
2	8:29 - 9:16
3	9:20- 10:07
4	10:11 - 10:58
5	11:02 - 12:42

#### **Lunch Schedule**

8A 11:02 - 11:24

7B 11:28 - 11:50

7B group will have PAWS (11:02 - 11:24), lunch (11:28 - 11:50), class (11:54 - 12:42)

7D group will have PAWS (11:02-11:24) class (11:28 -12:16) lunch (12:20-12:42)

8A group will have lunch (11:02-11:24) class (11:28 - 12:16) PAWS (12:20 - 12:42)

8C group will have class (11:02-11:50) lunch (11:54-12:16) PAWS (12:20 - 12:42)



8C 11:54 - 12:16

7D 12:20 - 12:42

#### PAWS

7 11:02 - 11:24

8 12:20 - 12:42

6

12:46 - 1:33

7

1:37 - 2:25

**After School Tutoring** 2:35 – 3:15 (M – Th with scheduled teachers)

**Arrival: 7:20 – 7:29- 7<sup>th</sup> graders in the multi-purpose room/ 8<sup>th</sup> graders in the gym**  
**(Release to classes at 7:29; 4 minute warning bell at 7:31)**

**Dismissal: 2:25 Buses, 2:35 (or as soon as buses clear campus) Walkers & Car riders- dismissed from their 7th hour class**

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#### **WEDNESDAY SCHEDULE:**

Period	Times
1	8:35 - 9:16
2	9:20- 9:58
3	10:02-10:40
5	10:44-12:16

#### **Lunch Schedule**

8A 10:44 - 11:04

7B 11:08 - 11:28

8C 11:32 - 11:52

7D 11:56 - 12:16

7B group will have PAWS (10:44 - 11:04), lunch (11:08 - 11:28), class (11:32 - 12:16)

7D group will have PAWS (10:44-11:04) class (11:08 -11:52) lunch (11:56-12:16)

8A group will have lunch (10:44-11:04) class (11:08 –11:52) PAWS (11:56-12:16)

8C group will have class (10:44-11:28) lunch (11:32-11:52) PAWS (11:56-12:16)

#### **PAWS**

7 10:44 - 11:04

8 11:56 - 12:16

4

12:20-12:58

6

1:02-1:40

7

1:44-2:25

**After School Tutoring** 2:35 – 3:15 (M –Th with scheduled teachers)

**Arrival: 8:20 – 8:29- 7<sup>th</sup> graders in the multi-purpose room/ 8<sup>th</sup> graders in the gym**  
**(Release to classes at 8:29; 4 minute warning bell at 8:31)**

**Dismissal: 2:25 Buses, 2:35 (or as soon as buses clear campus) Walkers & Car riders- Walkers & Car riders- dismissed from their 7th hour class**

#### **School Day:**

The Middle School day is from 7:35 a.m. to 2:25 p.m. Monday-Tuesday and Thursday-Friday and, 8:35 a.m. to 2:25 p.m. on Wednesdays. Students arriving at school between 7:15-7:20 (7:15-8:20 on Wednesdays) must enter the multi-purpose room outer doors and be seated in the area designated. Teachers will be supervising this area at these times. **At 7:20 (8:20 on Wednesdays) 8<sup>th</sup> grade students will report to the gym and 7<sup>th</sup> grade students will remain in the multi-purpose room.**

At dismissal time, 2:25 PM - Bus Riders dismiss to buses, 7<sup>th</sup> and 8th grade walkers and car riders **stay in their 7th hour class**. For safety reasons, all students not using school transportation will be released from their 7th hour classroom at approximately 2:35, after the buses have cleared the campus.

Students who arrive after 7:35 a.m. (8:35 a.m. on Wednesday) are considered Tardy and appropriate action will be taken. Excessive Tardiness to school in the morning may lead to a Truancy Court referral. Students leaving school during school hours must have a parent or guardian sign them out through the office. Students are to leave school grounds immediately after school. Students involved in extra-curricular activities or working with a teacher after school must leave the campus following the activities.

The Middle School Campus is **ONE WAY (Enter from West Main & Exit on Mid-Meadow)** Mon., Tues., Thur., Fri. from 7:10 AM to 7:30 AM. Or Wed. 8:10 AM-8:30 AM & Daily 2:15 PM to 2:40 PM. **PLEASE DO NOT ENTER FROM MID-MEADOW DURING THE DESIGNATED ONE WAY TIMES.**

### **Sexting:**

Taking nude photos of oneself and sending them to another is considered distribution of pornography, and could include charges for production of pornography as well. Having nude photos of another is considered possession of pornography. In either case, a School Resource Officer will be notified. Aside from the legal issues that this can cause, students must consider that sending photos via their cell phones, internet, etc. is a digital footprint that is in cyberspace forever. Students should consider that these pictures may get into the wrong hands and used inappropriately. In addition, when nude photos are sent to students under the age of 17, it is considered distribution of pornography of a minor. Any photos of this sort brought to our attention will be turned over to the local police. School discipline can include up to 10 days OSS with recommendation to the Superintendent's office if created or accessed at school.

### **Sexual Harassment:**

School authorities will vigorously investigate accusations of sexual harassment and will take stern disciplinary actions against those who engage in any form of sexual harassment in accordance with the Festus R-VI School District Discipline Policies, which may include possible Out-of-School Suspension.

### **Social Networking Sites:**

Students are responsible for information contained in written or electronic transmissions (e.g. email) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, YouTube, Twitter, Snapchat, etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Students are not precluded from participation in such online social networks; however, students should be reminded that they serve as representatives of the Festus R-VI School District. Texting, tweeting and uses of other social networks to disparage or criticize other students or other school personnel is inappropriate behavior and unbecoming of a Festus student. Any individual identified on a social networking site which depicts illegal, inappropriate behavior or interrupts the educational process will be considered in violation and subject to disciplinary action by administration. Students should also be aware that possession of or distribution of nude photos of students below the age of 17 is a violation of Missouri law. It is considered distribution of child pornography.

### **Sportsmanship:**

Students are encouraged and expected to practice good sportsmanship at all school sponsored activities and events home and away. Festus Middle School students:

- Avoid actions that will offend or embarrass anyone.
- Refrain from actions that detract from the activity.
- Accept the decisions of officials and coaches.
- Encourage their team in positive ways, never "booing" officials or opponents.
- Respect school property and the property of other schools we visit.
- Treat all visitors as honored guests.
- Are modest in victory and gracious in defeat.

### **Student Council:**

The Student Council is the official student government at Festus Middle School. All students are encouraged to campaign for offices and participate in Student Council.

### **Student Valuables:**

**Students should not bring valuables or large sums of money to school.** You are responsible for your personal property. To deter theft, always keep your **locker locked** and do not share your combination.

### **Tardy to Class/School:**

Students are considered tardy to class if they are not inside their classroom and/or in their seat prior to the tardy bell. Passing periods are 4 minutes in length. Absences or tardiness due to individual transportation problems are unexcused. **Students who arrive after 7:35 a.m. (8:35 a.m. on Wednesday) are considered tardy and appropriate action will be taken. Excessive tardiness to school in the morning or excessive absences for all or part of the day may lead to a Truancy Court referral.** Students who arrive tardy are responsible for any work missed. Failure of a bus to make its regular run will be excused.

In each of your classes, per quarter, if you are tardy for class (late or partial day absence due to arriving late for school; does not include excused late/partial absence for doctor or dentist with documentation), you will receive the following consequences:

1. Warning
2. Lunch Detention

3. 8<sup>th</sup> hour Detention
4. Office Referral:
  - a. After School Detention
  - b. ISS- 1 day
  - c. ISS- 2 days

In order for you to learn effectively it is extremely important that you are in class when class is scheduled. Each of your teachers will be tracking your tardies. Your first tardy in each class is a warning. Make sure that you are keeping track of your tardies and making every effort possible to be on time for class. Excessive tardiness could result in a referral to Truancy Court.

**REMEMBER:** If you are on your 2<sup>nd</sup> through 5<sup>th</sup> tardy, you will receive the tardy consequence for each class.

**EXAMPLES:**

- If you are tardy for the 3<sup>rd</sup> time in social studies and for the 3<sup>rd</sup> time in art. Your consequence will be (2) 8<sup>th</sup> hours. This means for two weeks in a row, you will be serving your 8<sup>th</sup> hours.
- If you are tardy for the 4<sup>th</sup> time in communication arts, 3<sup>rd</sup> time in science, 4<sup>th</sup> time in band, the 2<sup>nd</sup> time in choir, and the 4<sup>th</sup> time in FACS, you will serve ALL of the following consequences:
  1. 1 lunch detention
  2. (1) 8<sup>th</sup> hour
  3. After School Detention
  4. 1 day of ISS
  5. 2 days of ISS

**Tobacco Possession/Distribution/Use(including Electronic Cigarettes):**

Possession, sale or distribution of, or use of tobacco in any form on school premises is prohibited and will be disciplined in accordance with the Festus R-VI School District Discipline Policies.

**Transportation:**

Students assigned to a bus must ride that bus as scheduled. Any changes must be requested in writing by a parent and approved by the Principal or the Assistant Principal, prior to the end of the school day, before a change may take place. No permanent transfers are permitted and this will only be allowed on a day-to-day basis. You will not be permitted to board any high school or elementary bus on another campus without prior administrative approval.

**For reasons of safety, students will:**

- Follow the directions of the driver.
- Remain seated during the route until the bus stops to let you off.
- Not throw any objects in or out of the bus.
- Not distract the driver from his/her responsibilities.
- Avoid loud noises, inappropriate language or distracting actions.
- Keep feet and all personal items out of the aisles.

**Truancy:** Students absent from school without parent or guardian knowledge and consent will be considered truant; this includes any student who leaves school without written permission and/or skipping all or part of a school day once they arrive. Parents, SRO, and local law enforcement authorities will be notified if a student leaves the campus without permission. Students who are truant may be required to participate in a Truancy Court Program at the school, as well as receive other disciplinary consequences as stated in the discipline handbook.

**Visitors:**

For reasons of safety, all visitors to the campus must first report to the office to receive a pass. **Students may not invite visitors from other schools to attend during school hours.** Visitors may not attend field trips, dances, or other special extracurricular activities at the school without approval of the Principal or Assistant Principal.

**Volunteers:**

Parents wishing to volunteer or chaperone a field trip or other event must have a Background Check. More information and instructions can be obtained by contacting the District Offices at (636) 937- 4920.

**Student Discipline Matrix**

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. 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, or an aggravated circumstance of any offense or an 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.

Behavior/Offense	Teacher Responsibilities	Principal Referral 1 <sup>st</sup> Offense (Principal Discretion)	Principal Referral Subsequent Offenses (Principal Discretion)
<b>Affection, inappropriate, public display of:</b> Physical contact that is inappropriate for the school setting, school activities or on school property, including, but not limited to, hugging, holding hands, kissing and groping.	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Teacher/Student/ Parent conference</li> <li>• Lunch Detention</li> <li>• 8<sup>th</sup> hour</li> </ul>	<ul style="list-style-type: none"> <li>• Principal/Student/ Parent Conference</li> <li>• ASD</li> <li>• ISS</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> </ul>
<b>Alcohol/Drugs:</b> A. Possession and/or use of unauthorized prescription, non-prescription, or synthetic drug, alcohol, illegal drugs, over the counter drugs, narcotics and/or drug paraphernalia. B. Sale of drugs or supplying a controlled substance on school grounds or buses. (Includes misrepresenting legal substances.) C. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.	Report any incident or suspicion of alcohol/drugs to administration	<ul style="list-style-type: none"> <li>• Principal/Student / Parent Conference</li> <li>• Juvenile/Authorities contacted</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Juvenile/Authorities contacted</li> <li>• 1-10 days of OSS</li> <li>• OSS/Referral to Superintendent for possible additional days of OSS</li> <li>• Expulsion</li> </ul>
<b>Arson:</b> Starting or attempting to start a fire or causing or attempting to cause an explosion.	Report any incident of arson to administration	<ul style="list-style-type: none"> <li>• Principal/Student/ Parent Conference</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> <li>• Expulsion</li> <li>• Juvenile/Authorities contacted</li> <li>• Restitution if appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> <li>• Expulsion</li> <li>• Juvenile/Authorities contacted</li> <li>• Restitution if appropriate</li> </ul>
Behavior/Offense	Teacher Responsibilities	Principal Referral 1 <sup>st</sup> Offense (Principal Discretion)	Principal Referral Subsequent Offenses (Principal Discretion)
<b>Assault:</b> Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.	Report any incident of assault to administration	Principal/Student/ Parent Conference 3-10 days OSS Referral to Superintendent for possible additional days of OSS Juvenile/Authorities contacted Expulsion	Parent Contact 5-10 days OSS Referral to Superintendent for possible additional days of OSS Juvenile/Authorities contacted Expulsion
<b>Bullying:</b> Initial, repeated and/or 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.	Report any incident of bullying to administration	<ul style="list-style-type: none"> <li>• Principal/Student/ Parent Conference</li> <li>• ASD</li> <li>• ISS</li> <li>• 1-10 Days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> <li>• Juvenile/Authorities contacted</li> </ul>	<ul style="list-style-type: none"> <li>• 1-10 Days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> <li>• Juvenile/Authorities contacted</li> <li>• Expulsion</li> </ul>
<b>Bus Referrals:</b> Misbehavior, disrespect, profanity, etc.		Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.	
<b>Cell Phones:</b> Cell phones are not to be visible or turned on during the school day.  <i>Devices will be confiscated if necessary, depending on use</i>  <i>*Some electronic devices can</i>	<ul style="list-style-type: none"> <li>• Student turns off and puts phone away. Cell Phone/Electronic Device ticket issued to student; 1 copy to student, 2 copies to office.</li> <li>* Teacher issues ticket for all subsequent offenses. First time is a warning, second and up are administrative</li> </ul>	<ul style="list-style-type: none"> <li>• ASD</li> <li>• ISS</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• ASD</li> <li>• ISS</li> <li>• OSS</li> </ul>

<i>be used only with prior staff approval.</i>	consequences		
<b>Cheating/Lying/Plagiarism (Academic Dishonesty):</b> Any act of cheating; copying (off another or providing answers); lying or dishonesty, whether verbal or written, including forgery; sharing or using another's password for on-line assessments.	<ul style="list-style-type: none"> <li>Teacher/Student/ Parent Conference</li> <li>8<sup>th</sup> hour</li> <li>"0" on assignment</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/ Parent Conference</li> <li>ISS</li> <li>"0" on assignment</li> <li>1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/ Parent Conference</li> <li>1-10 days ISS</li> <li>Removal from extracurricular activities</li> <li>"0" on assignment</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Expulsion</li> </ul>
<b>Destruction of District, Faculty or Student Property (Accidental)</b>	<i>Reimbursement for the cost of material and labor needed to repair the damage.</i>		
<b>Destruction of District, Faculty or Student Property/Vandalism:</b> (Intentional) willfully causing damage or attempting to cause damage to property belonging to school, staff, or students.	Report any incident of destruction of property or vandalism to administration	<ul style="list-style-type: none"> <li>Return of or restitution for property</li> <li>Principal/Student/ Parent Conference</li> <li>ISS</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Expulsion</li> <li>Juvenile/Authorities Contacted</li> </ul>	<ul style="list-style-type: none"> <li>Return of or restitution for property</li> <li>ISS</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Expulsion</li> <li>Juvenile Authorities contacted</li> </ul>
<b>Behavior/Offense</b>	<b>Teacher Responsibilities</b>	<b>Principal Referral 1<sup>st</sup> Offense (Principal Discretion)</b>	<b>Principal Referral Subsequent Offenses (Principal Discretion)</b>
<b>Disrespectful/Disruptive Conduct or Speech (including profanity and pornography):</b> -Any word(s), gesture, picture, item or object (even if symbolic) that is rude, vulgar, and 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 law. May also include, but is not limited to, inactivity in the classroom, failure to bring required materials to class, failing to participate in class, failure to follow the directions of staff, failure to complete assignments and/or misbehavior in classrooms, restrooms, school grounds or otherwise occurring on campus or at district activities	<ul style="list-style-type: none"> <li>Teacher/Student/ Parent Conference</li> <li>Lunch Detentions</li> <li>8th Hour</li> <li>Teacher/Student/ Principal Conference possibly resulting in additional consequences</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/ Parent Conference</li> <li>ASD</li> <li>ISS</li> <li>1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/Parent/Teacher Conference</li> <li>ISS</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Expulsion</li> </ul>
<b>Electronic Devices: possession or use of</b> Kindles, Nooks, iPods, cameras, laser-pointers, and other electronic devices.  <i>*Some electronic devices can be used only with prior staff approval.</i>	<ul style="list-style-type: none"> <li>Student turns off and puts device away. Cell Phone/Electronic Device ticket issued to student; 1 copy to student, 2 copies to office.</li> <li>Teacher issues cell phone ticket for all subsequent offenses. First time is a warning, second and up are administrative consequences</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/ Parent Conference</li> <li>ASD</li> <li>ISS</li> <li>OSS</li> </ul>	<ul style="list-style-type: none"> <li>ASD</li> <li>ISS</li> <li>OSS</li> </ul>
<b>Extortion:</b> Threatening or intimidating any student for the purpose of obtaining money or anything of value.	Report any incident of or suspicion of extortion to administration	<ul style="list-style-type: none"> <li>Principal/Student/ Parent Conference</li> <li>ISS</li> <li>1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/ Parent Conference</li> <li>ISS</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Expulsion</li> </ul>

<p><b>False alarms: (setting off fire alarms or making bomb threats)</b> Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.</p>	<p>Report any incident of or suspicion of false alarms/bomb threats to administration</p>	<ul style="list-style-type: none"> <li>Principal/Student/Parent Conference</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Juvenile/Authorities contacted</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/Parent Conference</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Juvenile/Authorities contacted</li> <li>Expulsion</li> <li>Restitution</li> </ul>
<p><b>Fighting:</b> Mutual combat in which parties have contributed to the conflict either verbally or by physical action</p>	<p>Report any incident of fighting to administration</p>	<p>Principal/Student/Parent Conference 3-10 days OSS Referral to Superintendent for possible additional days of OSS Juvenile/Authorities contacted</p>	<p>Principal/Student/Parent Conference 5-10 days OSS Referral to Superintendent for possible additional days of OSS Juvenile/Authorities contacted Expulsion</p>
<p><b>Behavior/Offense</b></p>	<p><b>Teacher Responsibilities</b></p>	<p><b>Principal Referral 1<sup>st</sup> Offense (Principal Discretion)</b></p>	<p><b>Principal Referral Subsequent Offenses (Principal Discretion)</b></p>
<p><b>Fireworks/ammunition/matches/lighter:</b> Any possession of these items on school grounds or on school transportation vehicles.</p>	<p>Report any incident of or suspicion of these items to administration</p>	<ul style="list-style-type: none"> <li>Confiscation of item</li> <li>Principal/Student/Parent Conference</li> <li>ISS</li> <li>1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>Confiscation of item</li> <li>ISS</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Expulsion</li> </ul>
<p><b>Hazing:</b> 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 school-sponsored activity. Hazing may occur even when all students involved are willing participants</p>	<p>Report any incident of hazing to administration</p>	<ul style="list-style-type: none"> <li>Principal/Student/Parent Conference</li> <li>ISS</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Expulsion</li> </ul>
<p><b>Horseplay:</b> (Rough-housing) physically bothering others with hands, arms, feet, legs or body. (Does not include fighting).</p>	<ul style="list-style-type: none"> <li>Teacher/Student/Parent Conference</li> <li>Lunch Detention</li> <li>8<sup>th</sup> hour</li> <li>Teacher/Principal conference resulting in Sat. School, ISS, or OSS</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/Parent Conference</li> <li>ASD</li> <li>ISS</li> <li>1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/Parent Conference</li> <li>ISS</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Expulsion</li> </ul>
<p><b>Indecent Exposure:</b> exposing body parts.</p>	<p>Report any incident of indecent exposure to administration</p>	<ul style="list-style-type: none"> <li>Principal/Student/Parent/Counselor Conference</li> <li>ISS</li> <li>1-10 days OSS</li> <li>Juvenile/Authorities contacted</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/Parent/Counselor Conference</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Juvenile/Authorities contacted</li> </ul>
<p><b>Physical Aggression/ Pushing, Shoving (non-assault):</b> Any physical contact with another student where minimal to no physical injury occurs to the other student.</p>	<p>Report any incident of physical aggression/pushing /shoving to administration</p>	<ul style="list-style-type: none"> <li>Principal/Student/Parent Conference</li> <li>ISS</li> <li>1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Student/Parent Conference</li> <li>ISS</li> <li>1-10 days OSS</li> <li>Referral to Superintendent for possible additional days of OSS</li> <li>Expulsion</li> </ul>
<p><b>Profanity:</b></p>	<p>(See Disrespectful/Disruptive Conduct/Speech)</p>		

<b>Sexual Harassment:</b> Use of unwelcome verbal, written or symbolic language 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, requests for sexual favors and other unwelcome sexual advances. Also, unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.	Report any incident of sexual harassment to administration	Principal/ Student/ Parent/ Counselor Conference ISS 3-10 days OSS Juvenile/Authorities contacted Referral to Superintendent for possible additional days of OSS	Principal/Student/Parent/ Counselor Conference 5-10 days OSS Referral to Superintendent for possible additional days of OSS Juvenile/Authorities contacted Expulsion
<b>Behavior/Offense</b>	<b>Teacher Responsibilities</b>	<b>Principal Referral 1<sup>st</sup> Offense (Principal Discretion)</b>	<b>Principal Referral Subsequent Offenses (Principal Discretion)</b>
<b>Tardy:</b> arriving late or delayed beyond the expected or proper time for school/class.  <i>Tardies are counted per class, per quarter. It is possible to receive multiple consequences as a result of tardies in several classes. See <u>Tardy to Class</u> in the handbook pages preceding this grid.</i>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Lunch Detention</li> <li>• 8<sup>th</sup> hour detention</li> <li>• Office Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Office Referral:</li> <li>4<sup>th</sup> tardy- ASD</li> <li>5<sup>th</sup> ISS</li> <li>6<sup>th</sup> + tardies in a quarter- 2 or more days ISS</li> </ul> <p>Excessive tardies, arriving late to school or excessive absences for all or part of the school day may result in a referral to Truancy Court</p>	<ul style="list-style-type: none"> <li>• Office Referral:</li> <li>4<sup>th</sup> tardy- ASD</li> <li>5<sup>th</sup> tardy- ISS</li> <li>6<sup>th</sup> + tardies in a quarter- 2 or more days ISS</li> </ul> <p>Excessive tardies, arriving late to school or excessive absences for all or part of the school day may result in a referral to Truancy Court</p>
<b>Technology Misconduct:</b> Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Includes the abuse, misuse and misapplication of computers, telephones, and other pieces of technology, including inappropriate access to Internet sites, computer vandalism and inappropriate email, text messages, photos, or other forms of social media. Also includes violation of the district's Internet use agreement and etiquette rules governing student use of technology as may be applicable.	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Lunch Detention</li> <li>• 8<sup>th</sup> hour detention</li> <li>• Office Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Principal/Student/ Parent Conference</li> <li>• Loss of user privileges</li> <li>• ISS</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Loss of user privileges</li> <li>• ISS</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> <li>• Expulsion</li> </ul>
<b>Theft:</b> Theft, attempted theft or knowing possession of stolen property.	Report any incident Of theft to administration	<ul style="list-style-type: none"> <li>• Return of or restitution for property</li> <li>• Principal/Student/ Parent Conference</li> <li>• ISS</li> <li>• 1-10 days OSS</li> <li>• Juvenile/Authorities contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Return of or restitution for property</li> <li>• Principal/Student/Parent Conference</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> <li>• Expulsion</li> <li>• Juvenile/Authorities contacted</li> </ul>
<b>Tobacco and Tobacco Products (including Electronic cigarettes):</b> a. Possession of any tobacco products on school grounds, school transportation or at any school activity.  b. Use, sale or distribution of any tobacco products on school grounds, school transportation or at any school activity.	Report any incident of or suspicion of tobacco/electronic cigarettes to administration	Confiscation of tobacco product Principal/Student/ Parent Conference ISS 1-3 days OSS	Confiscation of tobacco product. ISS 1-10 days OSS

<b>Truancy:</b> Absence from school without the knowledge and consent of parents/guardians and/or the school administration, including leaving school without permission and/or skipping all or part of a school day; excessive non-justifiable absences, even with the consent of parents/guardians. The district may prosecute parents/guardians for excessive absences.	Report any incident of truancy to administration	Principal/Student/ Parent/ Counselor Conference SAT School 1-3 days ISS Juvenile/Authorities contacted Referral to Truancy Court	Principal/Student/ Parent/ Counselor Conference SAT School 1-3 days ISS Juvenile/Authorities contacted Referral to Truancy Court
<b>Behavior/Offense</b>	<b>Teacher Responsibilities</b>	<b>Principal Referral 1<sup>st</sup> Offense (Principal Discretion)</b>	<b>Principal Referral Subsequent Offenses (Principal Discretion)</b>
<b>Weapons: (possession of)</b> State and local responsibility under the Gun Free School Act of 1994 legislates that local educational agencies expel from school, for a period of not less than one year, a student who is determined to have brought a weapon to school. State law also allows the chief administering officer of LEA (Local Educational Agency) to modify the expulsion policy on a case-by-case basis. For the purpose of the GSFA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921, the following are included within the definition: <ul style="list-style-type: none"><li>Any knives, including switchblade, dagger, dirk, stiletto, or bladed hand instrument.</li><li>Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.</li><li>The frame or receiver of any weapon described above.</li><li>Any firearm muffler or firearm silencer.</li></ul> Any destructive device which is customarily used for attack or defense against another person including Pepper Spray); any instrument or device used to inflict physical injury to another person. <ul style="list-style-type: none"><li>The district maintains a gun-free school zone. Guns are not allowed on campus, in district buildings or in district vehicles, except for law enforcement officers. Due to the seriousness of guns in school and the threat of violence, fake or toy guns are not allowed. Because of the possibility of retaliation and further problems, possession of fake or toy guns will be treated as a serious offense and may result in disciplinary action. Knives are also not allowed.</li></ul>	A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.  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.  B. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g) (2).  First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the Superintendent.  Subsequent Offense: Expulsion.		
<div>Definitions</div> <div>ASD: After school detention, 1 hour- issued by administration only. Served in the school office. Parents will arrange for student pick up.</div> <div>Conferences: Parents meet with school personnel at school.</div> <div>Contact: Telephone or written contact</div> <div>Expulsion: Expelled from school for the remainder of the year.</div> <div>Fine: payment of damage</div>			



**ISS:** In school suspension.

**OSS:** Out of school suspension

**SAT:** Saturday school

**8<sup>th</sup> hour:** Teacher Issued Only After school 30 minute detentions. May be served in the assigned teacher's classroom. Parents will arrange for student pick up.

*Misbehavior not covered will be dealt with by the administrator in charge as he/she deems necessary.*