

# FESTUS INTERMEDIATE SCHOOL

## 2022 - 2023

(Updated 5/01/22)

**Spencer Kearns, Principal**

**Dr. Deana Brown, Assistant Principal**

**Shannon Helms, Counselor**

**Steve Williams, Counselor**

**Tracy Connor, Administrative Secretary**

**Tonya Hoffmann, Office Secretary**

**Tiffany Yates, Nurse (BSN, RNC)**

### Office Hours

**7:30 a.m. - 4:00p.m.**

### Directory

Central Office	937-4920
Intermediate Office	937-4750
Fax Number	937-6106
Nurse's Office	937-4799
-Tiffany Yates	
Transportation	937-5716
-Joan Rupp	
Food Service	937-7747
-Brooklyn Ragsdale	
Student Services	937-8044
-Director Cara Pellerin	
Technology	
-Director Josh Bauman	
Coordinator of Staff and Student Wellness	
- Lindsey Roth outside line -	636-638-2006
Extension -	2346
Early Childhood Coordinator	
-Dr. Samantha Mouser	636-465-0395
821 American Legion Dr. Festus MO	63028

**District Website: [www.festus.k12.mo.us](http://www.festus.k12.mo.us)**

**Facebook: <https://www.facebook.com/FISprincipal/> Twitter:**

**<https://twitter.com/FISprincipal>**

**NAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**TEACHER/HOMEROOM:** \_\_\_\_\_

# Mission Statement

“Educating all children to meet tomorrow’s challenges”

## Festus R-VI School District 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 1964, Title IX of the Education Amendments 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 person with disabilities may be directed to Dr. Lucas McKinnis, [mckinnislucas@festusedu.com](mailto:mckinnislucas@festusedu.com), Assistant Superintendent of Teaching and Learning-Civil Rights Compliance (*Title VI/Title IX/Section 504/ADA/Age Act*); 1500 Mid-Meadow Lane; Festus, MO 63028; Telephone 636-937-8044. Meadow Lane; Festus, MO 63028; Telephone 636-937-8044.

Inquiries related to R-VI employment practices may be directed to Mr. Jonathan Earnhart [earnhartjonathan@festusedu.com](mailto:earnhartjonathan@festusedu.com) the Roy Burnside Administrative Building; Festus R-VI School District; 1515 Mid-Meadow Lane; Festus, MO 63028; Attention: Mr. Earnhart, Assistant Superintendent Telephone 636-937-4920. E-mail: [earnhartjonathan@festusedu.com](mailto:earnhartjonathan@festusedu.com).

Anyone attending meeting 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. Nicki Ruess	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 for Civil Rights**, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway; Suite 2037; Kansas City, MO 64114; Telephone: 816-823-1404; TDD: 877-521-2172

Additional information can be viewed at:

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

## Table of Contents

Topic	Page Number
Absences.....	5
Academic Dishonesty: Cheating, Plagiarism, Forgery.....	5
Alternative Methods of Instruction (AMI).....	5
Arrival/Dismissal.....	5-6
Attendance Policy.....	6-7
Band.....	7
Birthdays.....	7
Bullying/Cyberbullying.....	7
Bulletin Boards and Posters.....	7
Bus Transportation.....	7-8
Cell Phones/SMART Watches/Air Pods.....	8
Class Assignments.....	8
Club/Activities.....	8
Conduct.....	8
Controlled Substance.....	8
Counseling/Guidance Services.....	8
Discipline: Policy/Office Referrals/Suspensions.....	9-10
Dress.....	10-11
Emergency School Closing.....	11
Fees and Fines.....	11
FERPA.....	11
Field Trip and Special Activities.....	11
Fighting.....	12
Fireworks.....	12
Food Services/Free and Reduced Meal Application Process.....	12-13
Fund Raising.....	13
Golden Paw Character Education Program.....	13
Grading and Reporting to Parents.....	13
Health and Wellness.....	13-14
Homework.....	15
Lockers.....	15
Lost and Found.....	15
Marital and Guardianship Changes.....	15
Non-routine pickup.....	15-16
Parent/Teacher Conferences.....	16
Parent Portal.....	16
Personal Deliveries.....	16

## Table of Contents continued...

Topic	Page Number
Pets.....	16
Playground Rules and Procedures.....	16
Publication and Distribution of Materials .....	16
Residency Process.....	16-17
Retention Criteria.....	17
School Property.....	17
Secret Organizations/Gangs.....	17
Sexual Harassment.....	17
STAR Student.....	17
Students with Disabilities (Services and rights).....	17-18
Student Property.....	18
Suicide Awareness and Prevention .....	18
Tardy to Class.....	18-19
Technology/Acceptable Use Policy.....	19
Textbooks/Educational Resources.....	19
Tobacco/Nicotine Use/Possession.....	19
Transfer of Documents (Admission/Withdrawal).....	19
Truancy.....	19
Virtual Education.....	19-20
Visitors.....	20
Volunteers.....	20
Weapons/Firearms.....	20
Student Handbook Student/Parent Signature Form.....	21

## Administrative Rules and Regulations

### Absences

Following an absence from school, a student should come to the office for an admit slip to enter class. An admit slip must be presented to each teacher throughout the day. A child is considered absent if they are not present for any time period between 8:00 a.m. and 2:30 p.m. for 6th grade and 9:00 a.m. and 3:20 p.m. for 4th & 5th grade. Tardy times are 7:45 a.m. - 8:00 a.m. for 6th and 8:45 - 9:00 a.m. for 4th & 5th. If a student arrives after 8:00 (6<sup>th</sup>) or 9:00 (4<sup>th</sup>/5<sup>th</sup>) they will be considered "Late". If a student accumulates multiple "Lates" in a quarter, consequences may be administered. Please keep in mind time changes for "late start Wednesday."

**For the safety of your child, we ask that a parent call the school by 9:00 a.m. if your child is absent (937-4750).** All absences from school will require verification through a written note, doctor's excuse, or a phone call from the parent or guardian explaining the reason(s) for the absence. Absences will be considered excused absences with written documentation from a doctor, funeral notice, or pre-approved appointments. Failure of a parent to verify an absence will result in an unexcused absence. **Unexcused absences may have a negative impact on students' grades. It is the responsibility of the student to contact each of their teachers to make the necessary arrangements to complete the work missed. Teachers will allow missed assignments to be made up in a reasonable period of time – students will have one school day for each day missed to complete and turn in the assignment. Example: If a student misses on a Thursday and Friday and returns on Monday, they would have Monday and Tuesday to complete the assignments. The "turn in" day would be on Wednesday.**

If your child is absent and you would like to request homework, **you must call the office before 9:00 a.m. If a request for work is submitted, the expectation is the work will be picked up between 3:00 and 4:00 p.m.** \*Some teachers may have assignments posted in Google Classroom as well.

### Academic Dishonesty (Includes Cheating, Plagiarism, and Forgery)

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 may 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. Students will refrain from signing any other parents or guardians signature; including permission slips, discipline notices, mid-terms, etc. Refer to the Festus R-VI School District Board Policy JG-R.

### Alternative Method of Instruction

The Festus R-6 School District will use Alternative Methods of Instruction (AMI) on days when the district closes school due to exceptional or emergency circumstances (which would include but not limited to: inclement weather days, utility outages, or an outbreak of contagious disease). When the district uses an AMI day, students are expected to complete activities and assignments at home rather than making up instructional days in the classroom. This reduces the need to add instructional days onto the end of the school year.

### Arrival/Dismissal

6<sup>th</sup> grade            7:45 a.m. to 2:30 p.m. **Students should not arrive before 7:15 a.m.**  
4<sup>th</sup> & 5<sup>th</sup> grade    8:45 a.m. to 3:20 p.m. **Students should not arrive before 8:15 a.m.**

*We cannot guarantee supervision of students before this time.*

**\*\*Wednesdays start one hour later\*\*    \*\*Students are released at regular times\*\***

- All students being transported to school in the morning by private vehicle should be dropped off in the front of the building and wait in the lobby until school begins. ***Please refrain from making illegal U-turns in front of the building, and use the Elementary circle drive when available.***
- 6th graders being picked up at the end of the day (2:30) may go directly to their parents/guardians car in the front of the Intermediate building.
- 4th and 5th graders will be dismissed at 3:20 p.m. in the back of the building. When you come to pick up in the back, please enter through the high school parking lot on Westwind Drive. Off of Westwind Drive, you will drive

through the high school parking lot and enter the Intermediate Parking Lot. On entering the IPL, please stay to the right and begin circling around in front of the safety strap on the west end to head back towards the gymnasium. **PLEASE DO NOT BEGIN LINING UP BEFORE 2:45!** If you have any changes with your child's pick-up procedures, the sooner you notify the office (before 2:00 for 6th grade, and 3:00 for 4th and 5th preferred), the better we can accommodate.

- Parents picking up Elementary and Intermediate students are to pick up those students in front of the Intermediate.

\*Students are to leave school grounds immediately after school. Those students involved in extra-curricular activities or who have been detained after school must leave the campus following the activities or detention.

**PLEASE DO NOT PICK UP YOUR CHILD BEFORE 2:30 P.M. FOR 6TH GRADE AND 3:20 P.M. FOR 4TH & 5TH GRADE DISMISSAL TIME UNLESS IT IS AN EMERGENCY. WE ARE TRYING TO PROTECT STUDENT INSTRUCTIONAL TIME.**

All **EARLY** dismissals count against attendance based on minutes missed.

\*Transportation arrangements or changes should be made through the office only. Students should not make changes to transportation plans on their own.

**Parents must enter the building to sign out their child. Your child will be called out of class at that time. *When picking up your child, please be prepared to show your driver's license or picture identification.***

### **Attendance Policy – Grades 4-6**

The Festus Intermediate attendance policy is designed to help students succeed in the workplace later in life. Regular attendance helps students receive maximum benefits from instructional programs and develops habits such as punctuality, self-discipline, and responsibility. It is a legal duty of the parent/guardian to see to it that their child attends school regularly. School personnel will communicate with parents and work with outside agencies, including juvenile authorities and/or the Division of Family Services, to develop a plan to improve attendance following excessive absences.

An absence for any reason will be counted as an absence whether excused or unexcused. When students must be absent the office should be notified by 9:00 a.m. or a phone call will be made by our automated system or other office staff. **If no contact occurs, a written excuse signed by a parent, guardian, custodial parent or doctor must be presented upon returning to school.** If contact is not made, a student may be deemed truant.

Absence Procedures	
4 <sup>th</sup> /5 <sup>th</sup> Grade	6 <sup>th</sup> Grade
4 absences: Teacher will make contact. Per Semester	4 absences: Teacher will make contact. Per Semester
5 absences: Letter sent from office. Per Semester	5 absences: Letter sent from office. Per Semester
6 absences: Counselor will make contact. Per Semester	6 absences: Counselor will make contact. Per Semester
10 absences: Administration will contact. Letter sent from office. Per Year	8 absences: Administration will contact. Letter sent from office. Per Year
12 absences: Administration will contact. Letter sent from office. Outside agencies may be contacted. Per Year	10 absences: Administration will contact. Letter sent from office. Outside agencies may be contacted. Per Year
Beyond 12 absences: Conference including parents, counselors, teachers, administrators, and outside agencies. Per Year	Beyond 10 absences: Referral to Truancy Court Per Year

Extenuating circumstances may be considered if pre-arrangements have been made with and have been agreed upon by the building principal. A serious accident, extended serious illness, or other emergency health situations may also extend the absence limit, upon receipt of a physician's written letter, and if an alternative instructional program has been completed as directed by the building principal. A request for an exception does not mean that an exception will be granted.

A student who has been retained because of excessive absenteeism is permitted to appeal the decision of the Attendance Committee to the Board of Education. The appeal shall be a "contested case" hearing and shall be subject to the same procedural protections that are set forth in Board of Education policies relating to long-term suspension/expulsions. Any subsequent decision of the Board of Education will be final.

### **Band**

Band is offered as an exploratory program for 6<sup>th</sup> grade students at Festus Intermediate. Band is a semester-long class, typically taken for two semesters, which are required to enroll in 7<sup>th</sup> grade band the following year. Band often requires a financial investment by parents. **Any request for a schedule change must be brought to the attention of the 6<sup>th</sup> grade counselor and band teachers prior to the second semester, and receive administrative approval.**

### **Birthdays**

Student birthdays are recognized by the staff at Festus Intermediate through daily announcements and the gift of a small token. Parents are asked to give their children gifts at home instead of having them delivered to school. If you would like to send **individually wrapped, prepackaged** treats for your child to share on their birthday, please prearrange the activity with the teacher. ***Please do not send cookie cakes.***

**Students are not to distribute individual invitations to parties at school.** This can be distracting to the educational process and cause unnecessary conflict.

### **Bullying/Cyberbullying**

Bullying is not tolerated. School authorities will vigorously investigate accusations and will take stern disciplinary actions against those who engage in any form of bullying. If you feel your child is being bullied, please report it to the office or bus shed as appropriate. Refer to Discipline policy JFCF and JG-R1

### **Bulletin Boards and Posters**

The principal must approve the posting of any notices, including other information by students or student organizations.

### **Bus Transportation: 937-5716**

District owned buses transport students to and from school. Students living one mile or more from the school are eligible for the privilege of receiving bus transportation. Some students living less than one mile from school may be transported if walking from their residence is deemed hazardous.

Students assigned to a bus must ride that bus as scheduled. Any changes must be requested in writing by the parent and given to the principal and teacher before a change may take place.

The following school bus safety rules are designed to protect student passengers, to enable the bus driver to operate the vehicle safely, and to help keep maintenance costs as low as possible. **STUDENTS WHOSE ACTIONS THREATEN THE SAFETY OF OTHERS ON THE BUS MAY LOSE THEIR PRIVILEGE TO RIDE THE BUS.**

1. Do not eat or drink on the bus.
2. Keep the bus clean.
3. Cooperate with the driver.
4. Do not damage bus or equipment.
5. Stay in your seat. Keep head, hands, and feet inside the bus.
6. The bus driver is authorized to assign seats.
7. Students are expected to be ready for the bus when it arrives at the bus stop.

Students who fail to observe the rules will be subject to immediate disciplinary action since their failure to do so may affect the safety of others. The bus driver will file a formal bus slip with the principal should there be a problem on the bus.

Recurring problems will result in the student being assigned to In School Suspension or a suspension from the bus for a designated period of time.

**\*NOTE: Parents must assume responsibility for transporting a student on bus suspension. Any student boarding the bus during a bus suspension will have the suspension lengthened. 6<sup>th</sup> grade students who miss their bus are not allowed to ride elementary buses.**

### **Cell Phones/SMART Watches/Air Pods (earbuds)**

Students may bring cell phones/watches/air pods to school, but do so at their own risk. The Phones must be turned to silent and out of sight until the end of the school day. Cell phones, Smart Watches, and Air Pods (earbuds) should never be used in the building or on the school bus ***unless permission is granted for educational purposes*** by a teacher or driver. If a parent needs to contact a student, please call the office at (636)937-4750 to leave a message for your child. Please do not call or text their personal cell phones during school hours.

**A student found using any of these devices during school hours without permission for any reason may result in the following: 1.) Device is taken by teacher to be given back to student at the end of the day. 2.) Device is sent to the office to be given back to student at the end of the day. 3.) Device is sent to office and will require a parent or guardian to pick-up from school. *Inappropriate use of cell phones will be addressed and parents will be required to pick up the device if this rule is broken more than once. Additional consequences may be applied.***

### **Class Assignments**

When making class assignments, every effort is made to assign students to a setting that is most beneficial to their education. Festus Intermediate is fortunate to have an excellent teaching staff; therefore, your child will benefit from any of our teaching staff. Classroom assignments are made to create a classroom environment that best meets the needs of our students.

### **Clubs/Activities**

Below is a list of clubs and activities and the grade level it is offered at the Intermediate. Some clubs and activities are open to everyone, whereas others are selected using certain criteria, or have limited space. Archery- 5<sup>th</sup>/6<sup>th</sup> grade

Art Club- 5<sup>th</sup>/6<sup>th</sup> grade Band-

6<sup>th</sup> grade

Character Council- 4th-6<sup>th</sup> grade

Festus Fitness- 5<sup>th</sup>/6<sup>th</sup> grade Honor

Choir- 4<sup>th</sup>-6<sup>th</sup> grade

TREND 6<sup>th</sup> grade

### **Conduct**

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, employees, and teachers.

### **Controlled Substances**

The use, possession, sale, or transfer of any controlled substance, drug paraphernalia or counterfeit drug while on school grounds is strictly prohibited. This policy includes all forms of drugs, alcohol, or narcotics, which may impair the student's ability to perform in the academic setting, including the distribution of over-the-counter drugs. Any drug determined to be in violation of local, state, or federal laws, including the misuse of prescription drugs, will be confiscated.

For any of the above violations, the principal will suspend the student for 10 days and contact the superintendent. The superintendent may then take further disciplinary actions, contact the student's parents, and if appropriate, involve Student Resource Officers (SRO) or local law enforcement authorities. Refer to Discipline policy JG-R.

### **Counseling/ Guidance Services: Mrs. Helms (4<sup>th</sup> gr. and partial 5<sup>th</sup>) Mr. Williams (partial 5<sup>th</sup> and 6<sup>th</sup> gr.) 937-4750**

The guidance office is open from 7:15 a.m. till 3:15 p.m. daily. Counselors help students with academic concerns, social and emotional concerns, career information, achievement testing, and test interpretation. Students may also request counseling for social or personal problems. Students or parents may request outside counseling services through the Employee Assistance Plus Counseling Services which is free to our students and their families.



## **Discipline Policy**

Incidents of a disciplinary nature will result in actions as outlined in the disciplinary policy (JG-R) adopted by the Festus R-VI Board of Education. Please refer to the district discipline policy in this handbook.

### **Discipline – Referrals to Office**

School rules are established to provide a safe learning environment for all students and promote responsible school citizenship. Each classroom develops a discipline plan which includes: a list of classroom rules pertaining to the teacher's expectations of student behaviors, rewards to the student when the student follows prescribed rules, and consequences to the student when the student does not follow prescribed rules. All classroom discipline plans are approved by the building principal. Student classroom rules and consequences are written and posted in the classroom.

### **IMMEDIATE OFFICE REFERRALS**

There are unacceptable behaviors that result in immediate referral and action by the principal. If a referral occurs, parents will receive a copy of the notice to be signed indicating that you have seen the notice.

- ❖ 5 classroom infractions in one day
- ❖ 20 classroom infractions in one month
- ❖ Alcohol/Drug Possession/Use
- ❖ Assault against another student
- ❖ Assault against a staff member
- ❖ Bus Misconduct
- ❖ Cheating/Dishonesty
- ❖ Continuous failure to complete assignments
- ❖ Disrespectful conduct/speech
- ❖ Failure to return Discipline Referral
- ❖ False Alarms/Reports/Equipment Tampering (Ex: setting off fire alarms or making bomb threats)
- ❖ Fighting
- ❖ Forgery (including Student Progress Reports/Report Cards and Permission slips)
- ❖ Harassment/Bullying
- ❖ Health Safety Violation
- ❖ Hitting/Shoving/Kicking
- ❖ Horseplay (rough-housing) physically bothering others w/ hands, arms, legs, feet or body.
- ❖ Insubordination
- ❖ No Show for Assigned Detention
- ❖ Obscene Language or Gestures
- ❖ Possession of anything that could bring harm
- ❖ Possession of Drug Paraphernalia
- ❖ Possession/Distribution/Sale of Alcohol/ Drugs, including OTC (Over the Counter)
- ❖ Public Display of Affection (PDA)
- ❖ Sexual Harassment
- ❖ Stealing
- ❖ Threatening Others
- ❖ Tobacco or E-cigarette Possession/Use/Sale/Distribution
- ❖ Truancy
- ❖ Vandalism

### **CONSEQUENCES FOR MISBEHAVIOR GIVEN BY ADMINISTRATOR**

- ❖ Conference with Student
- ❖ Conference with Parents/Guardians
- ❖ Bus Suspension
- ❖ Denial of Privilege(s)
- ❖ Detention- Lunch/Recess
- ❖ Detention- After/Before school
- ❖ In School Suspension (ISS) ❖ Saturday School
- ❖ Out of School Suspension (OSS) –**Students who are suspended from school will NOT be allowed to earn credit for course work completed or assigned during the term of the suspension.**
- ❖ Other

To ensure the lines of communication are open, a copy of the student disciplinary referral will be emailed home with the student to be signed and returned to the Intermediate office. Phone calls to parents will be made as time permits, based on the severity of the student's actions.

### **Discipline - In-School-Suspension (ISS)**

Only an administrator may assign In-School Suspension (ISS). Students will meet in the office to be escorted to the ISS room the beginning of each day. All work must be completed and will be collected and checked. Students will receive credit for work completed in ISS. Refusal to serve or comply with rules will result in an OSS (Out of School Suspension).

### **Discipline - Saturday School**

Saturday School Detention is intended to serve as an alternative to suspension and as a deterrent to further student misconduct. 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. The privilege of participating in extra-curricular activities is denied until the Saturday School is served. Saturday School may only be assigned by an administrator. Parents will be promptly notified through the discipline referral form and a phone call. If a student does not show for a scheduled Saturday School, OSS may be assigned.

### **Discipline - Out-of-School Suspension (OSS)**

Only an administrator may assign Out-of-School Suspension (OSS). During an OSS assignment, students may not participate in or attend school activities. Students may not earn credit for work during an out-of-school suspension of less than ten days. Students may earn credit for work during an out-of school suspension lasting longer than ten days. See policy JG-R1.

**\*IN-SCHOOL AND OUT OF SCHOOL SUSPENSIONS OF 10 DAYS OR LESS ARE NOT APPEALABLE**

### **Discipline- Suspensions For More Than 180 School Days and Expulsions**

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below. See Policy JGD

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)

### **Dress**

All students are to dress appropriately. While respecting individuality, certain guidelines must be followed in order to maintain a good learning environment. Clothing or other attire that distracts from the instructional process, is offensive, immodest, or jeopardizes one's safety is prohibited. To minimize distractions in an educational setting, the following rules of dress and grooming have been established:

- Dress which is extreme, exhibitionist, or of immodest fit or style to the extent that it interferes with the instructional process or produces a safety hazard will not be allowed. Fishnet shirts, spaghetti straps, backless shirts, see-through blouses or shirts, or clothing that exposes a bare midriff are not permitted. This includes sleeveless shirts with large armholes. **Holes in jeans, pants, skirts, or shorts must be found no higher than 4" inseam requirement used for shorts.**
- Reasonable cleanliness of person and clothing is expected as a matter of health and aesthetics.
- Hats/Hoods are not to be worn in the building, unless special permission is given.
- Clothing or articles, which contain racial, sexual, suggestive, or other patently offensive words, emblems or insignias, are not permitted.

- Articles of clothing or other materials which advertise, promote, or suggest the use of alcohol, drugs, or tobacco are not allowed in school.
- **Pajama pants may only be worn** on specific days (spirit days, etc.) when announced by administration and teachers.
- Pants or shorts that are designed to be worn below waist level and/or sagging are not permitted in school.
- Shorts or skirts that do not cover adequately will not be permitted. Shorts and skirts must have at least a 4" inseam and cover all areas required to be covered in a sitting and standing position.

### **Emergency School Closing**

During periods of inclement weather or other emergencies, school may be canceled. When the superintendent cancels school, radio stations in the area are notified. Please tune your radios to KJFF 1400AM, KTJJ 98.5FM. Television stations in the St. Louis area also carry school-closing information.

In an effort to improve communication between parents and school, the Festus R-VI School District has also implemented a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. Please make sure you complete the Parent Contact Information for **School Reach** at the beginning of the school year so that you can be registered.

**\*Important: Please have a PRE-ARRANGED PLACE for your child to go in case school is unexpectedly dismissed and you will not be home. Make your child aware of that plan and know their emergency numbers.**

### **Fees and Fines**

Fees and/or fines owed due to lost or damaged school property, lunch charges, etc. must be paid by the end of each year.

### **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

(FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of a student's privacy rights.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SE; Washington, DC 20202-4605.

### **Field Trips and Special Activities**

Field trips and special activities are planned throughout the school year for the educational, social, and personal benefit of students. These activities are designed to enhance the programming offered at the school. However, participation in these activities is not a given "right" of a student. Money and permission slips must be turned in to the teacher by the deadline so arrangements for transportation and admission can be made. If students are not able to attend the trip, refunds cannot be given. **If the deadline is missed, students will not be able to attend the field trip.** If a student does not attend an educational field trip or is absent on that day, the student may be required to do an alternative learning assignment related to the topic. **Students who wish to leave the field trip with their parent/legal guardian must sign the travel release form provided by the teacher or sponsor at the event.** Students are required to attend the entire field trip and will be counted absent if they choose to leave the field trip before 2:30 p.m. (6<sup>th</sup> grade) and 3:20 p.m. (4<sup>th</sup>/5<sup>th</sup> grade).

Parents wishing to be chaperones, if needed on field trips, must notify their child's teacher. A final approval of these individuals will be made by the principal. All adults who attend a field trip must be registered with Raptor. Please call (636) 937-4750 for more information.

### **Fighting**

Our school has **NO TOLERANCE** for violence. Fighting is cause for an immediate Out-of-School Suspension. Refer to Discipline policy JG-R.

### **Fireworks**

Fireworks are dangerous. Possession or the firing of any type of fireworks on school premises is grounds for disciplinary action. Refer to Discipline policy JG-R.

### **Food Services – Food Service Director, Brooklyn Ragsdale 937-7747**

It is the goal of the Festus R-VI Food Service Program to provide wholesome and appetizing school meals to district students. School meals contribute to good nutrition, which is vital to mental and physical growth during the formative years. The school food service program operates on a non-profit basis and is self-supporting. Local food service revenue is local district revenue used to offset program expenses. Parents are responsible for their child's balances.

### **Food Service Account Information**

Students in grades K-8 will not be allowed to accumulate more than \$24.00 in food service charges. Students in grades K-6 with \$24.00 or more in food service charges will be informed to bring their lunch until the debt is paid. Their account will be charged the actual price of the alternate meal. Students will not be allowed to purchase ala-carte items or extra items without adequate money in their accounts to cover the cost of the items.

Students in grades K-8 who have accumulated \$24.00 or more in food service charges will not be allowed to charge breakfast. Students will be notified to eat breakfast at home prior to coming to school until the charges are paid. Students won't be allowed to purchase ala-carte items or extra items without adequate money in their accounts to cover the cost of the items.

The Food Service Department and the child's building attendance center will work with any family having financial difficulty who expresses such and establishes an agreed upon time line to makeup payments that may be in arrears. In such instances, the student will receive a Type A regular lunch until any previously agreed upon payment is missed. Once an agreed upon payment is missed, the student will receive an alternative meal and the student's account will be charged the actual cost of the meal. The alternative meal may consist of a peanut butter sandwich and milk.

All student money deposits should be brought to the child's school attendance center in envelopes. The envelope should have the students name, grade, teacher, and amount of money written on the outside of the envelope. Students in grades 4-6 should turn their money into the food service cashier in the morning before school begins. Payment may be made in the form of cash, check or money order, however sending cash is discouraged. The school is not responsible for money sent with your child, especially cash. Checks or money orders should be made payable to Festus R-VI Food Service.

### **Food Service Account & Notification Efforts**

Students will be provided with their balances at the register following a sale. Students may inquire as to the status of their food service account balance anytime. Parents may access their child's food service account and other pertinent information via the internet at [www.festus.k12.mo.us](http://www.festus.k12.mo.us). Click on the parent link and select the parent portal. The information is password protected. To be assigned a password go to the parent link and select parent portal sign up form. When a student has a negative account balance an automated school reach call is sent to the parents' phones on Sunday evening for grades K-12. For grades K-8 a negative balance letter will be sent home weekly. Negative balance conversations and any correspondence of the same will be handled with discretion.

The principal of each attendance center will be notified of those students in grades K-12 with charges exceeding the credit limit. Principals are encouraged to assist in the collection of charges or to communicate any known information that may be of assistance to the Food Service Department.

After three written and/or verbal notifications to parents regarding delinquent accounts with no response or deposit of funds, the Division of Family Services may be contacted.

A Free and Reduced Meal benefit application will be offered to any child who exceeds the accumulated charge limit or who demonstrates consistent payment difficulties. **A Free and Reduced Meal application may be submitted anytime during the school year.**

***Food and beverages are to be eaten in the cafeteria. No open containers are allowed outside the cafeteria.***

### **Fund Raising**

Students are not permitted to sell or distribute any fund raising articles for outside groups, clubs, or activities.

### **Golden Paw Character Education Program**

Golden Paw Criteria

- Student **MUST** Display Good Character to Self and Others (3 or less behavior infractions in a quarter).
- Student **MUST** Display Responsibility with Homework (H.O.T. Sheets – 3 or less late assignments in a quarter).
- 2.0 GPA, “C” Average or Better in all Core Classes (Students who have a “D” or “F” in a class will not qualify.)
- Attendance 95% or Better

***When a student successfully meets the criteria, they will participate in our GOLDEN TIME celebration at the end of the quarter.***

### **Grading and Reporting to Parents**

Report cards are issued at the end of the four grading periods. A progress report will be sent at the midpoint of each grading period for all grade levels. We encourage parent-teacher conferences to discuss student progress.

Parent-teacher conferences provide a better understanding of the student and are very helpful to both teacher and parent. Parents wishing a conference should call the school office several days in advance. Telephone calls to teachers will be returned as time permits, either after school or during a planning period.

Each student is encouraged to attain the highest level of achievement of which he/she is capable. Competition against his/her own grade record for self-improvement and the satisfaction that comes from performing each task well, is an important goal for each student.

### **Grades will be based on the following scale**

A 4.0 96%-100%	
A- 3.67 90%-95%	
B+ 3.33 87%-89%	Grade Explanations
B 3.00 84%-86%	4.0 A Excellent
B- 2.67 80%-83%	3.0 B Above Average
C+ 2.33 77%-79%	2.0 C Average
C 2.00 74%-76%	1.0 D Below Average
C- 1.67 70%-73%	0.0 F Failing
D+ 1.33 67%-69%	
D 1.00 64%-66%	
D- .67 60%-63%	
F 0.0 0%-59%	

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

- **"A"** Honor Roll 3.67/4.0 average or above.
- **"B"** Honor Roll 2.67/4.0 average or above.

All classes in which students receive a letter grade will be figured in to a student's GPA. Students cannot receive a grade of “D” or “F” and still make Honor Roll.

Students in grades 4 and 5 Special Area classes will receive a “P” (pass: 60% or higher) or “F” (fail: below 60%). Grade 6 students in Special Area classes will follow the district grading scale, and receive letter grades “A-F” OR Pass/Fail.

### **Health and Wellness**

Students will be given temporary care in case of illness or injury during school hours. If your child has a medical problem, please make sure the school nurse is informed. Please notify the nurse if any changes or updates are needed during the

school year. It is very important that correct telephone numbers (home, work, cell and emergency) are on file in the main office in case parents or emergency contacts need to be contacted.

Students are to be kept home if they have:

- temperature of 100 degrees or greater
- head lice
- vomiting
- diarrhea
- red, draining eyes
- sore throat accompanied by fever
- persistent, uncontrollable cough

Students cannot return to school until they have been fever, vomiting, and diarrhea free for 24 hours without the use of medications. In cases of diagnosed pink eye or strep throat, students must be on antibiotics for 24 hours before returning to school. Complying with these stipulations will ensure the protection of your child and all students.

For any communicable disease, control measures and interventions will be implemented as required by law and in accordance with guidelines provided by the Missouri Department of Health and Senior Services, and the local county and state health departments.

Students with a known life-threatening or potentially life-threatening condition are to have an 'Action Plan' completed by their physician and kept on file in the nurse's office. Some examples of these include Allergy Action Plan, Asthma Action Plan, and Seizure Action Plan. The parent must also provide any medications required as part of that plan to the school nurse. It is the parent's responsibility to discuss the child's condition with the appropriate school staff, including the school nurse.

Vision screenings will be conducted on students in 5th grade. A notice will be sent out prior to these screenings to reflect the approximate dates that they are to occur. Students will be excused from any screening upon receipt of a written request to the school nurse from the student's parent/guardian.

If a student needs to be excused from P.E. for more than three days, they will require a written excuse issued by a physician. Excuses must state how long they will need to be excused from P.E. or other classes that require physical activity. Students may be required to complete alternate assignments in lieu of the activities from which they are excused due to illness or injury.

If a student requires the use of the elevator/lift due to an injury, they will need a written notice from their physician stating how long they will need the service.

No prescription medication will be given to students unless the medicine is in the original container with the prescription label, which must include the child's name, name of the medicine, dosage, time to be given/how often to be given, and doctor's name, along with signed authorization from the parent to administer the medication. We discourage the use of over-the-counter medications at school unless absolutely necessary. No over-the-counter medications will be given to students unless the medicine is in the original bottle or box that clearly states the manufacturer's instructions, along with a signed note from the parent that includes the child's name, name of medication, dosage, time to be given or how often, and length of time the child is to take medicine. All medications are to be stored in and dispensed from the health room. Only package directions will be followed on over-the-counter medications unless a signed note from a physician is provided.

In most instances students will be permitted to transport medications to school. All medications must be immediately brought to and stored in the nurse's office. The nurse will obtain a pill count upon taking possession of the medication and a parent/guardian will be called to verify the count. It is preferred that a parent/guardian pick up medications from the health room when necessary.

Any student found with a head lice infestation will be sent home for 24 hours to be treated. (JHC-AP2). Infested students must be picked up and may not ride the bus home. Before the student will be permitted to return to class, he/she must be brought to school by a parent or guardian to be examined by the nurse. If live head lice are found, the student will be sent back home with the parent or guardian for further treatment. The student will have to be brought to school and rechecked

by the nurse until approved for return to school. A student who has been identified as having nits but not a live head lice infestation will be reexamined within 5 days of the initial identification. If nits are still present, parents/guardians will again be instructed on treatment options. The process will repeat until the student is free of nits.

### **Homework**

Festus Intermediate has a tiered missing assignment process that is meant to improve student learning by reducing the number of missing homework assignments and failing grades. Beginning after Labor Day of the first quarter of their 4<sup>th</sup> grade year through the end of their 6<sup>th</sup> grade year, students who have missing assignments will follow the intervention listed below.

Interventions for **all grade levels** each quarter are as follows:

- \*1st-2nd Missing Assignment: recorded in student planner, Tyler SIS, or Google Classroom.
- \*3rd-4th Missing Assignment: classroom teacher contacts parent/guardian.
- \*5th Missing Assignment: student will conference with counselor and make contact with parent/guardian.
- \*6<sup>th</sup>-7th Missing Assignment: Parent/guardian contacted by office, additional Before/After-School detention assigned.
- \*8<sup>th</sup>-9th Missing Assignment: Parent/guardian contacted by office, additional Before/After-School detention may be assigned.
- \*10<sup>th</sup> + Missing Assignment: Parent/guardian conference will be scheduled.
- \*Any additional Missing Assignments may result in an individual plan being put in place.

### **Lockers (6<sup>th</sup> graders only)**

Lockers (with built-in locks) will be provided to students; however, they remain the property of the school and may be searched. Lockers should be locked when not in use.

**Students may not change lockers without homeroom teacher approval, and must keep them in good repair.** All lockers must be kept neat and clean; no papers, books, or other materials hanging out. Failure to properly maintain lockers may result in a loss of locker privileges. **Empty or unassigned lockers are not to be used.**

### **Lost and Found**

The lost and found area is located outside the cafeteria, where Clothing and other articles are placed. If you believe you have lost items at school, check this area before reporting to the office. Items of significant value will be kept in the office.

If unclaimed, articles in lost & found will be given to a charitable organization at the end of each quarter. An announcement will be made near the end of each quarter informing students they need to check lost & found and that items will be emptied. Items kept in the office and not collected by the end of the school year, will be donated.

### **Marital and Guardianship Changes**

**Please keep the school aware of any changes in guardianship or parental rights.** This is especially necessary in cases of divorce. Your child can be released to either parent or a listed guardian unless we are notified otherwise. Divorced parents must provide a copy of the Decree of Dissolution stating custody rights.

### **Non-routine pickup**

If you must pick up your child early, please send a note to school with your child stating the time they will be picked up. Students **will not** be called to the office until the person responsible for pickup has arrived in the office. Please enter through the front doors of the building and come to the office. Students will only be released to their parents or legal guardian unless we have written permission from the parent or their name is provided as an emergency contact in our School Information System (SIS). For the safety of your child, picture identification may be required for non-routine pickups. Every attempt to make arrangements for rides should be made before the end of the day.

Students are asked to make after school arrangements before coming to school. The office phones are for business use only. In an emergency, the office staff will contact parents for students. The office may take messages for students when there is an emergency; however, students are not usually called to the phone. Since the office telephone is constantly in use for school business, students are asked not to use the office telephone to call home unless there is an emergency and receive a

pass from the teacher. **Students MAY NOT use cell phones during school to call home, unless supervised by a teacher or office personnel.**

### **Parent/Teacher Conferences**

Conferences may be scheduled with any teacher throughout the year. To alleviate frustration, the office will be glad to help arrange a conference with a staff member and encourage you to schedule the appointment ahead of time to ensure they are available. Please call 937-4750. Email contact with teachers is also encouraged. *It is requested that parents contact the classroom teacher with concerns before contacting administration.*

### **Parent Portal**

Parents can access vital information such as attendance, grades, lunch account balances, etc. through Parent Portal. The link for Parent Portal can be accessed from the district website <https://www.festus.k12.mo.us> under the Parent tab.

### **Personal Deliveries**

Personal gifts and floral deliveries are highly discouraged. These items can become a distraction to the educational environment and cannot be transported on the school bus. Also, please refrain from dropping off/delivering restaurant/fast food during the school day.

***This does not include prearranged pre-wrapped food and drink items brought to share with the entire class.***

### **Pets**

Pets are not allowed at school, except under special circumstances and then, only with the principal and classroom teacher's permission. When this occurs, pets should be brought to school and returned home by the parent as carrying pets or animals on the school bus is prohibited.

### **Playground Rules and Procedures**

Weather permitting, students in grades 4<sup>th</sup> and 5<sup>th</sup> are given a recess each day. Decisions to have outside recess during cold weather depend upon the **wind chill factor, typically above 28 degrees Fahrenheit**. Students should always dress for outside recess. Only students with medical reasons or study hall assignments will be allowed to remain in the building during scheduled outside breaks. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, music playing, etc., are usually allowed by the person in charge. Teachers reserve the right to withhold recess from any student not dressed appropriately for the weather. The following rules have been developed in order to have a safe and enjoyable break from the regular school routine:

1. Follow directions of teachers.
2. No re-entering the building without permission.
3. No candy, gum, or food on the playground.
4. Whistle - stop playing and look to teachers for instruction.
5. No tripping, fighting, throwing of rocks/mulch, or any other activity which can bring harm.
6. Stay within boundaries.
7. Enter building quietly.

### **Publication and Distribution of Materials**

The Festus R-VI School District uses an electronic distribution, called "Peach Jar" for informational flyers, limiting paper flyers being sent home. They are delivered via email and can also be found on the district and school websites. During online registration, you will be signed up for Peach Jar with your username and password. No action is needed on your part to continue receiving the flyers. However, if you want to change the frequency that you receive emails, you will need to log in to your account to make the changes. Students will continue to bring home their grade level and classroom newsletters as well as permission slips. If you have any questions, feel free to reach out to our building secretary, Ms. Tracy Connor or Mr. Kevin Pope ([popekevin@festusedu.com](mailto:popekevin@festusedu.com)), our communications coordinator.

### **Residency Process**

Prior to registration, a pupil, the parent or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. A process is defined for requesting a waiver of proof of residency, including authorizing a hearing



before the local board of education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of educational costs based upon submitted false information relating to a student's residency.

### **Retention Criteria**

Retention may occur if a student fails two or more core courses (mathematics, science, language arts, and social studies) for the year, or in the judgment of the professional staff, it is in the best educational interest of the student. Grades, standardized tests scores, and teacher recommendations are the criteria used to evaluate performance. The school will communicate with Parents/Guardians, to include receiving prior notification and explanation concerning the retention.

### **School Property**

All students should be proud of their school and campus, and accept the responsibility of taking care of the school's property. Students who deface, damage, or lose school property will be required to compensate for the damage or loss.

### **Secret Organizations/Gangs**

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the Festus R-VI School District by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel. Refer to the Festus R-VI School District Board Policy JFCE.

### **Sexual Harassment**

Sexual harassment is not tolerated. 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.

### **STAR Student**

STAR Student awards will be given out at the end of each quarter. To qualify for STAR student status, students must meet the following qualifications:

- ❖ A or B Honor Roll
- ❖ No Classroom behavior infractions
- ❖ No late assignments
- ❖ Accelerated Reader goal met
- ❖ Perfect Attendance (Student cannot miss **any** school, which includes arriving after the starting bell or leaving before 2:30 (6<sup>th</sup> grade) and 3:20 (4<sup>th</sup>/5<sup>th</sup> grades)

Dog tag rewards will be given to students in 4<sup>th</sup> and 5<sup>th</sup> grades who meet each individual criterion listed above. STAR students will receive an extra tag. Students who receive STAR Student in any ONE quarter will be eligible to attend the end of the year celebration at West City Park. 6<sup>th</sup> grade students who receive STAR Student in any ONE quarter will be eligible to attend the STAR Student trip or receive a prize.

### **Students with Disabilities (Services and Rights)**

As a parent of a child with a disability, you have the right to:

1. Attend individualized education program (IEP) meetings and represent your child's interests.
2. Have an advocate or expert present at individualized education program (IEP) meetings.
3. Receive a copy of your child's evaluation, disagree with it, and request one independent educational evaluation at public expense.
4. Provide a written report from outside sources as part of the evaluation process.
5. Examine all education records pertaining to your child and be provided with a copy of the individualized education program.
6. Disagree with the decision of the individualized education program (IEP) team and pursue complaint procedures, including: filing a child complaint with the Department of Elementary and Secondary Education, state paid mediation, have an impartial due process hearing, and appeal the due process decision to the court.

7. Participate in reviews of the individualized education programs (IEPs) and in any decision to change any aspects of the IEP, as well as receive a written notice of action before a change in your child's educational placement or the provision of a free and appropriate public education.
8. Have your child placed in the least restrictive environment and in a general education classroom to the greatest extent appropriate.
9. Request an accommodation to provide effective communications if you have limited English Language proficiency.
10. A free appropriate public education for your child with an individualized education program designed to meet your child's unique needs, which may include, but not be limited to, special education and related services, such as assistive technology devices and services; transportation; speech pathology services; audiology services; interpreting services; psychological services, including behavioral interventions; physical therapy; occupational therapy; recreation, including therapeutic recreation; counseling services, including rehabilitation counseling; orientation and mobility services; school health services; school nurse services; social work services; parent counseling and training; and, medical services for diagnostic or evaluation purposes.

This document does not confer any right or a right, beyond those conferred by federal or state law, and is intended for informational purposes only. For additional information, contact the Department of Elementary and Secondary Education, Division of Special Education at (573) 751-0699 or [webrepliespeco@dese.mo.gov](mailto:webrepliespeco@dese.mo.gov).

### **Student Property**

Students are cautioned not to bring valuables to school. Students, **not the school**, are responsible for their personal property. Students should mark their personal belongings with their name and grade. ANY personal item brought to school is the sole responsibility of the student.

Cameras, radios, laser lights, trading cards, or ANY other items that may cause a distraction or harm, **are not** permitted in school. Electronics will only be allowed if approved by the student's teacher or administration. Items that interfere with classroom instruction may be confiscated by the teacher or administration. If behavior continues, parents may be asked to make arrangements to pick these items up from the office.

Students are not permitted to buy or sell items at school unless it is a school-sponsored fundraiser. This includes any small item you may want to sell to a friend. Trading of items will not be permitted.

Students are asked not to bring skateboards to school. If they choose to do so they will need to keep the skateboard in the bike rack provided in front of the building.

Tablets are permitted at school. They are the student's responsibility, not the schools. Students must use them appropriately or will face consequences.

### **Suicide Awareness and Prevention**

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Festus R-VI School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. For additional information refer to Board Policy JHDF. Services available to assist are as follows: *National Suicide Prevention Lifeline- 1-800-273-8255*

*Chad's Coalition for Mental Health- 1-314-952-2046*

*Mercy Behavioral Health Services- 1-636-933-1211*

### **Tardy to Class**

Students will be tardy if they are not in their classroom prior to the tardy bell (7:45 a.m.-6<sup>th</sup> grade and 8:45 a.m. 4<sup>th</sup> & 5<sup>th</sup> grade). Tardy students will sign in at the office and receive a tardy slip to take to the teacher. Students are considered tardy 7:45 a.m. to 8:00 a.m. for 6<sup>th</sup> grade and 8:45 a.m. to 9:00 a.m. for 4<sup>th</sup> & 5<sup>th</sup>. After 8:00 a.m. for 6<sup>th</sup> and 9:00 a.m. for 4<sup>th</sup> & 5<sup>th</sup> grades, students will be considered "late". After 9:00 a.m. for 6<sup>th</sup> grade and 10:00 a.m. for 4<sup>th</sup> and 5<sup>th</sup> grade students will be considered absent.

If a student arrives after 8:00 (6<sup>th</sup>) or 9:00 (4<sup>th</sup>/5<sup>th</sup>) they will be considered “Late”. If a student accumulates multiple “Lates” in a quarter, consequences (Lunch Detention, Before/After School Detention, Saturday School) may be given by administration. Please keep in mind time changes for "late start Wednesday."

Tardiness due to the failure of a bus to make its regular run will not be counted against attendance. Tardiness due to individual transportation problems will be recorded and will affect attendance records.

If you are tardy as a result of a medical appointment, you must bring in verification of the appointment to have the tardy excused.

### **Technology/Acceptable Use Policy**

Technology enhances students’ educational experiences. The Festus R-VI School District’s Acceptable Use Policy (AUP) outlines the use of a technological device in the school setting. This form MUST be completed as part of the on-line registration process before a student can use any technology device in the building. Any violation of the able prohibitions, or any other inappropriate or unlawful use of District-owned or personal devices, may result in a loss of computer access privileges as well as other disciplinary or legal action.

Adherence to the provisions stated within the School Board Usage Policies EHB and EHB-AP is required.

### **Textbooks/Educational Resources**

Textbooks are issued to students and should be handled with care at all times. Students will be responsible for any of their books and/or educational materials that are lost or damaged. Fines will vary according to book replacement cost. Chromebooks are to be used at school only and are not allowed to leave school premises (applicable for 4<sup>th</sup>/5<sup>th</sup> grades). 6<sup>th</sup> grade students will be allowed to take their device home. Students will be issued and responsible for any device which is lost or damaged.

### **Tobacco/Nicotine Use/Possession**

Tobacco/Nicotine in any form, which includes vaping and juuling, on school premises is prohibited. Possession/attempt to distribute or sell/ or use of tobacco/nicotine in any form on school property will result in the confiscation of the material and the imposition of a penalty in accordance with the policies, rules, and regulations of the school. In all incidents involving tobacco/nicotine, the principal will contact parents. 5<sup>th</sup> graders in violation of this policy will not be allowed to graduate from DARE.

### **Transfer of Documents (Admission/withdrawal)**

School officials enrolling the pupil must request, within 2 business days, a transfer of documents from all school districts the pupil attended within the previous twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district or another school district or to any governmental entity other than a school district, juvenile or family court, unless written permission is granted by the parent, guardian or student, if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based up on a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

### **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 once they arrive in the morning. Truancy is a safety concern and will result in disciplinary action. Festus Intermediate does participate in the Jefferson County Attendance program. Students may be referred to this program if they accumulate more than 10 unexcused absences per semester.

### **Virtual Education**

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 Festus School District has developed a system in order to be in compliance

with these new laws. Any student in kindergarten through 12th grade enrolled in the Festus 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 and/or Missouri Course Access Program (MOCAP). The following policy, IGCD Virtual Course board policy, will help students and families through the process if that is their desired path. Contact your child's school counselor if you have additional questions.

### **Visitors**

We are happy to have people come and visit our school. However, our first priority is the safety of the students. Because of this, we require anyone coming into the building to register with our school visitor management system called "Raptor". Visitors will be required to scan their driver's license or state issued ID which will be screened against the sex offender registry. It will also notify school personnel of any custody orders that are in effect or other situations that are flagged as a security risk. Once registered with Raptor, returning visitors simply scan their ID and print out a visitor's pass upon each visit. This pass allows school personnel to know who is permitted to be in the building. Our staff is trained to look for the visitor badge. Visitors without badges will be escorted to the office to obtain one. We further ask that anyone visiting do so in a manner which respects the learning environment of the building.

### **Volunteers**

We invite and encourage parents to volunteer their time at the school. If you are interested in volunteering, please contact Mr. Kearns at 937-4750 to discuss ways in which your contributions can be most meaningful. Volunteers will be required to pass a background check through our Central Office. Background checks are valid for two school years.

### **Weapons/Firearms**

For the purpose of the Gun Free School Act of 1994, 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:

- Any knives, including switchblade, dagger, dirk, stiletto, or bladed hand instrument.
- 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.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.

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.

- 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. Again, knives are also not allowed.

**FESTUS INTERMEDIATE SCHOOL**  
**2022-2023 STUDENT HAND BOOK**  
**SIGNATURE FORM**

\_\_\_\_\_  
**Student Name (Please Print)**

\_\_\_\_\_  
**Grade**

**We the undersigned have read and understand the FESTUS  
INTERMEDIATE SCHOOL 2022-2023 Student Handbook**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Legal Guardian Signature**

\_\_\_\_\_  
**Date**

**Please tear out the completed form and return to your homeroom teacher by  
September 2, 2022.**

**This form will be kept by your homeroom teacher for future reference.**

**Thank You!**