



Stanberry Elementary School

Home of the Bulldogs
2021-2022



610 North Park Street – Stanberry, Missouri 64489

Phone: (660) 783-2141 – Fax (660) 783-2177

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Mr. Bob Hedding – Superintendent

rhedding@stanberryschools.org

Mrs. Tammy Graham – Principal

tgraham@stanberryschools.org

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Stanberry Elementary. The faculty and staff join me in saying we're happy to have you as part of the Stanberry family. We hope this will be a successful and satisfying year for you.

The pages of the handbook contain important information regarding key school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

The Stanberry Intermediate School Student Planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. This program will improve your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. Stanberry Elementary School parents are our partners in the important job of educating the children of this community.

We welcome your participation and support this school year and solicit your membership in the PTO. I wish to thank the PTO for their support in helping to purchase these planners. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Sincerely,

Tammy Graham

Tammy Graham
Elementary Principal

STATEMENT OF PHILOSOPHY

As Educators and Parents we have a vested interest in the quality of our school and the performance of our students. We feel that each student in the Stanberry R-II System should have the opportunity to develop intellectually, physically, socially and vocationally commensurate with his/her own developmental ability; thereby producing an individual who is adequately prepared for life and can readily adapt to a dynamic and constantly changing society.

We believe that each child is endowed with his own individual capacities and characteristics, and that our schools, to the best of our abilities, should provide each child with the kind of education best fitted to him as an individual. We know that the needs of children are similar, but not identical, and we try to adapt our program to this knowledge.

We believe that a public school system exists to serve all the needs of the people the best it can. We must make every effort to meet the needs of all students in granting them the fullest possible education experience. These objectives and goals can be achieved only through meaningful cooperation and communication between the Board of Education, School Administration, Faculty and Parents.

STANBERRY ELEMENTARY SCHOOL STUDENT HANDBOOK

NOTE:

Board Policies/Regulations can be found at <http://moconed.com/district/StanberryRII/district.php>. Copies of these documents will be also be available for public inspection during normal business hours in the Superintendent's office.

SCHOOL HOURS

School hours are from 8:15 am – 3:15 pm each day. Children should **NOT** arrive earlier than 7:45 am or remain on the campus later 3:30 pm unless they are participating in a supervised school activity. Supervision **WILL NOT** be provided for students who arrive before 7:45 am or remain later than 3:30 pm. These procedures are designed for the safety and well-being of your children. **Parents may drop off and pick up students in the car line located on 5th Street. The car line traffic will flow from west to east to ensure student safety.**

SCHOOL BREAKFAST AND LUNCH PRICES – ELEMENTARY GRADES K-6

These will be posted at the start of the school year. The BOE had not met to determine these prices prior to the handbook needing to be sent to the publisher.

SCHOOL LUNCH CHARGES (Board Policy 5550)

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

- Student Groups:
 - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars. These meals will include only the menu items of the reimbursable meal.
 - After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
 - No charges will be allowed for ala carte foods and beverages.
- Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
- On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for "payment in full."
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
 - Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

SCHOOL LUNCH SCHEDULE

GRADES K-1	10:47-11:12
GRADES 2-3	11:15-11:40
GRADES 4-6	11:43-12:08
GRADES 7-12	12:14-12:39

STUDENT PERFORMANCE AND EVALUATION

Report Cards will be sent home at the end of each quarter (nine weeks). This is a means of informing parents/guardians of the student's progress in each subject. Report card dates will be designated on the school calendar.

GRADING SCALE:

A=96-100	A-=90-95	B+=87-89	B=84-86	B-=80-83	C+=77-79
C=73-76	C-=70-72	D+=67-69	D=63-66	D-=60-62	F=0-59

HONOR ROLL

Students in grades 4-6 who achieve letter grades of A or A- throughout a given quarter will be recognized on the "PRINCIPAL'S HONOR ROLL." Students in grades 4-6 whose grade point average is 7.0 or above on an 11.0 scale and who do not receive a letter grade below B- throughout a given quarter will be recognized on the "HONOR ROLL."

We will also post the B.U.G. Honor Roll (Bringing Up Grades) for all students not on the top two honor rolls who bring up their grades each quarter.

An 11.0 scale will be used to compute the above recognition.

A = 11	A- = 10	B+ = 9	B = 8	B- = 7	C+ = 6
C = 5	C- = 4	D+ = 3	D = 2	D- = 1	F = 0

All Honor Rolls will be posted in the building and published in the newspaper upon the completion of each quarter.

STATE AND DISTRICT ASSESSMENTS

Every student at Stanberry Elementary in grades 3-6 will take part in the annual State Assessment (MAP Testing) at the end of each academic school year.

CARE OF TEXTBOOKS AND SCHOOL PROPERTY (See Board Policy/Regulation 6231)

Students are responsible for all textbooks, library books, and classroom books issued them during the school year. All lost or damaged books must be paid for. The Principal will assess the fees charged.

EXTRA CURRICULAR ACTIVITIES

Student participation in Extra Curricular Activities is governed by student grades. If a student is earning a failing grade (F) in any core area (Math, Science, Social Studies and Communication Arts) he or she cannot participate in extracurricular activities that week or any week until the failing grade (F) is removed (grades will be checked every 2 weeks). Extra Curricular Activities include Spelling Bee, Academic Bowl, Student Council, and 5th and 6th Basketball. Parents and students are encouraged to work with their respective teacher to resolve these matters in such a way that the students' participation is not restricted. If a student receives ISS or OSS during this time, a meeting will be held with the teacher and principal to decide if the student is eligible to participate in the extra-curricular activity.

SPELLING BEE-Students in grades 5-8 are eligible to try out for the Gentry County Spelling Bee. Students wishing to try out may study on their own or with a teacher during November and December. Spellers will be selected during December to represent the Stanberry R-II School District at the county spelling bee. The selection process consists of an oral spelling competition. The top three spellers from each grade are the participants with an alternate selected to be prepared in the event that one of the three cannot participate. Students study on their own and with a teacher during January and February. Practices are held before and after school and students may choose when they wish to stay and study. The spelling bee is held around the first week of February each year at one of the county schools; Albany, King City or Stanberry.

ACADEMIC BOWL- Students in grades 4-6 are encouraged to try out for the Academic Bowl Team. Students who try out and make the team will be expected to keep up their daily assignments. If a student fails to keep up on daily work and receives three (3) or more homework alerts in a week's time, he or she will not be eligible to participate in the meet the following week. Students who choose to try out for the team use the buzzers to answer questions before a panel of judges. Judges keep track of how many times a student buzzes in and how many of those times he/she answered correctly. A team of six (6) students is chosen for the team based on their speed at buzzing in and their accuracy. The teams for each grade level are chosen in the fall, usually during the first week of school. Teams practice one hour a week after school on the Tuesdays during September. Matches are held each Tuesday in October and usually begin as close to 4:00 p.m. as possible. The match for each grade level will consist of four (4) quarters, two (2) with only toss-up questions and two (2) with toss-up and bonus questions. At the end of the season a tournament will be held at King City. Participating schools for regular season play and the tournament are: Albany, Jefferson, King City, Maysville, Stanberry, and Union Star.

STUDENT COUNCIL- A student council will be selected with representatives from each participating class. The students will be selected by their peers to represent their classes on our school wide student council. This council will be formed and guided by elementary faculty members. The student council will be responsible for the Veterans' Day Program, two Food Drives and the Recycling Program to name a few projects that our school participates in.

BASKETBALL-Students in grades 5 and 6 are eligible to participate in this activity. The teams will be coached by high school students who volunteer to work with the different teams. Practices will begin in early December and run through January, typically the practices will be on Saturday mornings. Games will be organized by the school and will generally take place on Saturdays in February.

ELEMENTARY BAND

This is the beginning of instrumental music at Stanberry R-II. Our primary goals are to teach students the basic fundamentals of instrumental music, and we want students to develop an appreciation for music and for their instrument. Students in grade 5 will take a music class that consists of a 1st semester choir curriculum and a 2nd semester band curriculum. Students that choose to participate in 6th grade band are expected to have an instrument to start the school year in August.

LATE AND INCOMPLETE ASSIGNMENTS

Students will receive a Homework Alert for late assignments that are not turned in by 8:15 AM each day.

Quarterly consequences for Homework Alerts:

1st and 2nd – Fill out Homework Alert and have a conversation with teacher

3rd and 4th – Fill out Homework Alert and parents will be contacted by teacher

5th- After school detention that is served at the end of the quarter (Students are required to attend after school detention. If a student fails to attend after 2 attempts, the student will be assigned a day of ISS).

6 or more – Student will receive a 0 for the assignment

Homework Alert 1-5: Students will have 24 hours to finish the assignment and turn in for a grade. If the assignment is not completed in 24 hours, the student will stay in for recess until the assignment is completed.

If a student receives 4 or less Homework Alerts for the school year, they will get a reward at the end of the school year.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations. Announcements are normally broadcast between 6:00 am and 6:15 am. The following stations will announce school closings: 95.5 FM KAAN, 680 AM KFEQ, 1550 AM KSFT, 1580 AM and 97.1 FM KNIM and 960 AM. KQ 2 TV of St. Joseph will carry school closings. If severe weather occurs after school is in session, please listen to the listed radio stations. **DO NOT** call your building principal as they receive their information in the same manner. Please make sure you are signed up for our district text-caster. You can do this by going to www.sr2.k12.mo.us. We use text-caster to make this announcement.

AMI PLAN

AMI day is used to improve learning during a school day that has been cancelled due to inclement weather or closure for an extended amount of time. An AMI day means that students will complete learning activities and assignments provided by the teacher at home. Students will receive learning activities and assignments for each subject that would have originally taken place during a regular school day. attendance is recorded based on completion of assignments given during an AMI day.

PTO

PTO is an organization composed of any patron in the Stanberry R-II School District interested in working together for the betterment of our local school. A successful school needs the ACTIVE support provided by the PTO and we encourage you to join and give all your support to this worthy organization. You can stay up-to-date on the Stanberry PTO Facebook page.

ROOM PARENTS

A Room Parent helps the classroom teacher with the class parties at Halloween, Christmas, and Valentine's Day and on the Class Field Trip. They may also be asked to help donate cookies and refreshments for special school functions.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of any instructional program. A signed permission form from a parent or guardian is required for all field trips. Students may be excluded from these opportunities as a result of academic deficiencies or discipline matters.

RECESS POLICY

In order to protect the health of the children during cold and/or wet weather, the staff has developed the following policy. All students are expected to go outside unless they are recovering from a previous illness. A note from a parent is required if your child is **NOT** to be outside during recess. Students not having the proper attire, as determined by the faculty, will **NOT** be allowed to go outside. Listed below is a brief description of what is considered to be appropriate clothing for cold and/or wet weather recess.

Footwear-All weather boots will be worn when it is cold and/or wet outside. Cowboy boots, hiking boots and fashion boots are **NOT** considered all weather.

Coats, Caps and Gloves-During cold weather, all students must have a warm coat, some type of head cover and gloves.

DISCIPLINE

Each staff member at Stanberry Elementary School accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome student relations. A student's behavior should conform to acceptable standards of conduct as established by the principal, teachers and school policy.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings and property of others.

ISS/OSS

Any student serving an ISS/OSS will be required to make up missed school work while serving the ISS/OSS.

CHEATING

Any student(s) involved in a cheating incident will receive a zero on the cheated assignment and parents will be notified by the teacher. A detention, ISS or Saturday School may be assigned for any additional incidences.

BULLYING

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

Bullying occurs when a student:

- Communicates, with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included
- Students who are found to have violated this policy will be subject to those consequences detailed in the districts discipline policy. For further information see the Board of Education Policy Manual Policy #2655.

DRESS CODE

While we do not have a dress code, inappropriate dress is not allowed. An example might be a spaghetti strap tank top, extremely short shorts, excessively cut off t-shirts, an offensive tee shirt or one that advertises something inappropriate. No hats, including stocking hats, are to be worn in the building during the school day. Inappropriateness will be determined by the faculty and administration.

INTERNET POLICY

The Stanberry School has a board approved Computer and Internet Acceptable Use Agreement in place. Due to the large expansion of computers and accessibility in the building, students and their parents will be required to have a signed use agreement on file before access is given to the Internet. See Board Policy/Regulation 6320

CELL PHONES

Cell phones are not allowed inside of the classroom unless the teacher determines it will be used for educational purposes. Students will leave their phone in their locker during the school day. The school is not responsible for lost or stolen phones. Violations of the cell phone policy will be dealt with in the following manner:

- First offense - Phone will be confiscated until the end of day; student conference will be held and parents will be notified.
- Second Offense - Phone will be confiscated; a parent will have to retrieve the phone.
- Third Offense - Phone will be confiscated and phone left in office for 2 weeks.
- Additional Offenses will result in the phone being left in the office for increasing periods of time.

In addition, cell phones are not to be out in any locker rooms and/or dressing areas at any time. Phones are not to be out and in use in restrooms. The use of Smart Watches also falls under the cell phone policy.

PARENT-TEACHER CONFERENCES

Our district schedules formal parent-teacher conferences at the end of the first and third quarters. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Parents are encouraged to contact the school anytime they have questions or concerns about the progress of their children.

SCHOOL VISITORS

Stanberry R-II School students are asked not to invite other children to visit school during regular class time. Parents however, are welcome to visit or to have lunch with their children. Parents are asked to please pay for the lunch in the elementary office before going to the lunch room. For class visits, it is required to call or send a note to the teacher beforehand and check through the Elementary Principal's Office before going to the room.

CHANGES IN ADDRESS OR PHONE

It is very important, especially when a student becomes ill or is injured, that the school have current addresses and telephone numbers in order that parents can be contacted. PLEASE BE SURE TO NOTIFY THE SCHOOL IF THERE ARE CHANGES DURING THE YEAR OF HOME ADDRESS, TELEPHONE NUMBER, PLACE OF EMPLOYMENT, BABY SITTER, OR EMERGENCY NUMBER.

STUDENT EDUCATIONAL RECORDS

A cumulative educational record shall be maintained for each student from his entrance into school through the last date of attendance or through graduation, whichever occurs first. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials. As parents/guardian of your child you have the right to inspect and review the student's educational records. You have the right to request changes to the educational record to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. You have the right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that federal and state law authorizes disclosure without such consent; and to obtain a copy of this policy and guidelines. Copies of this policy are located in the Principal's office under Policy # 2400 and explanation under Regulation #2400.

STUDENT ATTENDANCE

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school. (Policy # 2310) For additional information see Board of Education Regulation #2610.

ATTENDANCE INFORMATION

Regular attendance is extremely important. Every student is expected to attend each day of school except when illness or some other condition beyond his/her control prevents attendance. A note or phone call from parents is required. Students are expected to make up work missed. Students that are habitually absent from school without valid reason may be suspended from school. Students absent from school without the knowledge or consent of parents or guardians, or students leaving school during any session without the consent of the principal, shall be considered truants. Truants will automatically receive a day of Saturday School. If truancy occurs a second time, out of school suspension will occur.

ATTENDANCE BUILDING POLICY

- Student absences shall be limited to five (5) days per semester because of sickness of the student or sickness or death of a member of the student's family. The unused portion will not be carried into the second semester. Parents will be contacted through a written note on the fifth absence.
- Student absences on the eighth (8th) day will receive a Saturday School. Parents will be contacted through a written note. Special health issues will be considered with a doctor's note.
- Student absences on the tenth (10th) day will receive a Saturday School and In School Suspension for each absence above ten (10). Parents will be contacted through a written note. Special health issues will be considered with a doctor's note. The Juvenile officer will be contacted.
- Makeup work for credit will be allowed for any absence which falls within the above guidelines, but makeup credit will not be allowed for absences beyond the 5 day limit.
- Written or oral communication (a phone call between 8:00AM and 9:00AM is recommended) from parents or guardians will be required for all absences. However, after the five day limitation all will be unexcused unless prior arrangements are made in the office.
- When it is felt a student may have a valid reason for missing more than the allowable number of days, the administration may grant excused absences in circumstances which are not otherwise covered in this policy.
- **Students with perfect attendance shall become eligible for special recognition.**

REQUEST TO BE EXCUSED FROM SCHOOL

When it becomes necessary for a student to be excused from school during the day, the parent of the student must make the request in writing, by phone, or in person to the principal's office. A student leaving the building without permission from the office automatically becomes a truant.

ILLNESS AT SCHOOL

Students who become ill during the day should report to the office where efforts will be made to contact the parents. Students who are ill will not be sent home unless there is someone at home to look after them.

TARDY

A student is allowed to be tardy twice per quarter.

First Offense: On the 3rd tardy the student will serve a 30 minute detention

Subsequent Offenses: On the 6th tardy the student will serve a 60 minute detention, and on the 9th tardy Saturday School will be assigned.

TRUANCY

The Board of Education believes regular attendance is importance to academic success. Therefore, the Board directs that problems with attendance on the part of any student should be investigated and acted upon promptly. Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate. For additional information see Board of Education Policy #2340.

SAFETY

Missouri State Statues requires all school districts to distribute to students each year information concerning earthquakes and earthquake safety. This information will be presented to the students and their parents along with other information either prior to the start of school or the first day school is in session. Below are several related links that parents can access to gain more information concerning earthquake safety and other related safety topics.

<http://www.dese.mo.gov/divadm/govern/safety.html>

<http://www.dese.mo.gov/divadm/govern/earthquake.html>

PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION (Board Policy 1300)

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles 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, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service). This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's nondiscrimination policies:

Superintendent Bob Hedding
610 N. Park Street,
Stanberry, MO 64489 660-783-2136
rhedding@stanberryschools.org

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

NONDISCRIMINATION AND STUDENT RIGHTS (Board Policy/Form 2150)

Searches by School Personnel

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats shoes and other articles of exterior clothing for examination if reasonable under the circumstances. No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

BUS RULES AND REGULATIONS

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. Board Policy 2652

- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- Classroom conduct is to be observed by the pupils while riding the bus, except for ordinary conversation.
- Students must remain seated and face the front of the bus until their own bus stop is reached. The driver may assign a seat for any student.
- Unnecessary conversation with the driver is prohibited.
- Students must be on time. The bus cannot wait beyond its regular schedule.
- Students riding on any but their assigned bus or getting off the bus at any but their assigned bus stop must bring a signed note from a parent to the teacher. If a parent calls school with a bus route or stop change, the teacher or school secretary will write a note confirming verbal permission from a parent.
- Students must not at any time extend arms or head out of bus window.
- Eating or drinking on the bus is not allowed
- No tobacco products allowed on the bus.
- Do not throw any article inside the bus or out the window.
- No glass containers allowed on the bus.
- Pupils who must cross the road after leaving the bus shall cross in front of the bus.
- Stand back at the bus stop until the driver opens the door.
- Students must treat each other with mutual respect. Verbal or physical harassment will be reported to the principal for necessary action.
- The bus company cannot be responsible for items lost or stolen on the bus.
- No animals, insects, etc., allowed on the bus without prior permission.

BUS CONDUCT PROCEDURE

Disciplinary incidents will be reported by drivers to the bus manager. The bus manager will turn bus conduct reports into the appropriate school principal. Upon receipt of a bus conduct report, the following action will be taken:

- First Offense: Principal conferences with student and contacts parents.
- Second Offense: Principal conferences with student, contacts parents, assigns student to a specific seat on the bus.
- Third Offense: Principal conferences with student, contacts parents, student suspension from the use of bus transportation for one week.
- Fourth Offense: Principal conferences with student, contacts parents, the student may be suspended from the use of bus transportation for the rest of the school year (time elapsed between incidents will be taken into account).

SEVERE CLAUSE

Major violations, listed below, will be dealt with following school discipline procedures in the student handbook and may be subject to immediate suspension from the bus.

- Smoking, having drugs, or throwing firecrackers in or at the bus.
- Having dangerous items such as weapons, knives, matches cigarette lighters, or sharp blades on the bus.
- Foul, profane, or abusive language.
- Damaging the bus, such as, cutting seats, etc.

SEXUAL ABUSE AWARENESS TRAINING (Board Policy 2742)

Beginning in the 2020-21 school year and annually thereafter, The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

- Instruction in recognizing sexual abuse;
- Instruction in reporting incidents of sexual abuse;
- Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
- Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

DRUG-FREE SCHOOLS (Board Policy 2641)

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

This is a tobacco free school. Students are not allowed to smoke, chew or possess tobacco products on school property. This includes vaping and e-cigarettes. In addition, the use of alcohol, drugs, or the possession of these items at school is not allowed. Any of these infractions will result in disciplinary action.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Stanberry R-II Schools assure that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Stanberry R-II Schools assure that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Stanberry R-II Schools assure that personally identifiable information collected, used, or maintained by the agency for the purpose of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Stanberry R-II Schools have developed a Local Compliance Plan for the implementation of State of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the school during regular school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Stanberry R-II Schools at 660-783-2136.

This notice will be provided in native languages as appropriate.

FEDERAL PROGRAMS

EVERY STUDENT SUCCEEDS ACT (ESSA) Compliant Procedures

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V

² In compliance with ESSA Title VII-Part C, Sec. 8304(a)(3)(C)

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

PARENTS RIGHT TO KNOW

At the beginning of each school year, an LEA must notify parents/guardians of each student who attends a school receiving Title I.A funds informing them they may request, information regarding the professional qualifications of their child's classroom teachers. The teachers' qualifications will include, at a minimum, the following:

- whether the teacher has met state certification and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction;
- whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- whether the teacher is teaching in the field of discipline of the certification of the teacher; and, 4. whether their child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the above information parents may request, a school that receives Title I.A funds must provide to each individual parent:

- information on the level of achievement and academic growth of their student, if applicable and available, on each of the state academic assessments required under Title I.A; and,
- timely notice their child has been assigned, or has been taught, for four or more consecutive weeks by a teacher who has not met applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

The notices and information provided to parents must be provided in a timely manner, in a format and language that is easily understood by all parents and include appropriate contact information as to where parents can request this information

PROGRAMS FOR HOMELESS, MIGRANT AND ENGLISH LANGUAGE LEARNERS

The Stanberry R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence. (Refer to Board of Education Policy #2260.)

The Stanberry R-II School District Board of Education directs the administration to identify migratory children in the district, as required by law, and ensure that migrant students receive services for which they are eligible. (Refer to Board of Education Policy #2270.)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. (Refer to Board of Education Policy #6180.)

The board designates the following individual to act as the district coordinator for all Homeless, Migrant, and ELL Programs:

Mr. Bob Hedding

610 North Park Street, Stanberry, MO 64489

Ph: 660-783-2136; Fax: 660-783-2177

This notice will be provided in native languages as appropriate.

PARENT INVOLVEMENT POLICY

The Stanberry R-II School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

PARENT/FAMILY INVOLVEMENT GOALS AND PLAN

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

- Promote regular, two-way, meaningful communication between home and school.
- Promote and support responsible parenting.
- Recognize the fact that parents/families play an integral role in assisting their children to learn.
- Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
- Include parents as full partners in decisions affecting their children and families.
- Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

- Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implement strategies to involve parents/families in the educational process, including: keeping parents/families informed of opportunities for involvement and encouraging participation in various programs; providing access to educational resources for parents/families to use together with their children; keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
- Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
- Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
- Perform regular evaluations of parent/family involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- If practical, provide information in a language understandable to parents.

STANDING ORDERS FOR MEDICAL CARE

Revised 12/2018

Abdominal Pain: A student with abdominal pain will be assessed for location, duration, and intensity of discomfort. Temperature and sufficient history to determine cause will be taken. If indicated, student will be allowed to rest 10-20 minutes. Student may be given saltines, antacids, acetaminophen, or ibuprofen according to package directions. If pain persists or becomes severe, the parent will be contacted and advised to seek their physician's care.

Allergic Reactions: A student with urticaria (hives) or a mild skin reaction may be given diphenhydramine (Benadryl) tablets or liquid according to package instructions after parent is contacted.

Anaphylaxis: A student with a reaction that causes swelling of the mouth/tongue or systemic signs/symptoms may be given an EpiPen. EpiPen Jr. (0.15mg) is used for children 33-66lbs. EpiPen (0.3mg) is used for individuals 67lbs and over. If an EpiPen is used, parents and EMS will be notified.

Asthma: A student's asthma action plan will be followed regarding daily and/or emergency medications.

Bacterial Conjunctivitis: If a student has signs and symptoms of bacterial conjunctivitis (red, itching eyes with purulent drainage), parent will be contacted, advised to seek medical care, and appropriate literature will be sent home with child. The student will return to school only after they have been on prescribed antibiotic drops for 24hours.

Bites: Animal or human bites will be washed thoroughly with soap and water and covered with a dry dressing. Parents will be notified, as tetanus or rabies vaccination may be required. Insect bites will be treated with anti-itch gel and ice if edema is present.

Bumps, Bruises: For minor bumps and bruises, ice will be applied as indicated.

Burns (minor, not involving face): Aloe Vera gel will be applied.

Communicable Skin Rash: If a student has signs and symptoms of impetigo (honey colored crusted lesions) or other contagious illness, parent will be contacted, advised to seek medical care, and appropriate literature will be sent home with the child. The student will return to school only after they have been on prescribed treatment for 24hours or the rash can be covered.

Cough/Sore Throat: Lemon drops may be given for a minor sore throat. Acetaminophen or ibuprofen May also be given for throat pain according to package directions.

Cut/Scrape: A minor cut will be cleaned with soap and water or peroxide. A clean, sterile dressing will be applied.

Eye/Liquid: If a foreign liquid splashes into the eye, the eye will be flushed with water while the parent is being notified so they can seek medical care.

Eye/Minor Irritations: Minor eye irritation will be treated with sterile water or saline. Sterile saline solution will be used for eye irritation due to contact lenses.

Eye/Foreign Body: A foreign body of the eye (such as an eyelash or dirt) will be flushed with eye wash and/or warm water and parents notified if indicated. If blurred vision or severe pain occurs, a patch will be applied and the parents notified so they may seek medical care.

Fainting: If a student faints, an assessment for injury will occur, and the student will be allowed to rest. The parents will be contacted.

Fever: For temperature 100.4 or greater, a parent will be contacted, and the student will be sent home. Acetaminophen or ibuprofen may be given per package instructions. The student will return to school only after they have been fever free for 24 hours without fever reducing medication.

Head/Body Lice or Bedbugs: If a student is present with live lice or bedbugs, parents will be contacted, and the student will be sent home with appropriate instructions on treatment and other measures required to treat it at home. When the student returns to school, they will be rechecked by the school nurse before being allowed to remain at school. If only nits are present, student will remain at school, parents will be contacted, and instructions will be sent home on nit removal.

Head Bump/Injury: A head bump and or head injury will be assessed and ice applied. The student will be observed for severe headache, nausea, vomiting, double or blurred vision, unequal pupils, and loss of muscle coordination such as falling down or staggering. In cases where unusual behavior, such as confusion, breathing irregularly, dizziness, seizure, or bleeding or discharge from an ear are observed, the parent will be notified and advised to seek the advice from a physician. If there is loss of consciousness, parents will be notified. An ambulance will be called if necessary. If the student is involved in athletics, the coach or athletic director will be notified.

Hyperglycemia: If symptoms of hyperglycemia are present (severe nausea, vomiting, abdominal pain, rapid breathing, sweet odor to breath) in a known diabetic, the parent will be contacted. EMS will be contacted if deemed appropriate.

Hypoglycemia: If symptoms of hypoglycemia are present (shakiness, sweating, dizziness, pallor, numbness, irritability, hunger, confusion, headache, double or blurred vision), honey or juice will be given in a conscious student. Parents will be contacted. EMS will be contacted if deemed appropriate (student unconscious or unable to take oral glucose).

Medication Prescription: A student may be given prescription medicine only if it has been brought from home in the original container (or an extra bottle provided by the pharmacy). It must be accompanied by written instructions on the medication authorization form, which will be signed by both the parent and the prescribing physician. The first dose of a new medication will not be given at school. Students in grades 7-12 are allowed to carry albuterol inhalers and EpiPen's on them but are required to have a medication authorization form signed by parent and doctor.

Mouth Discomfort: Vaseline may be applied to dry, chapped lips.

Nausea: For mild nausea, students may receive saltines and/or antacid. For severe nausea, vomiting, and/or diarrhea, a parent will be contacted, and the student will go home and seek the advice of their physician if indicated. The student will return to school only after being symptom free for 24 hours.

Nosebleed: The student will be treated with application of pressure to the nose and a cold pack to the back of the neck. If the bleeding does not subside within 10 minutes, is severe, or severe trauma to the nose is evident, the parents will be contacted.

Pain: Acetaminophen or ibuprofen per package instructions may be administered for a headache, menstrual cramping, and/or various minor aches. This will be given only with parental consent.

Rash: If a student has an unidentified rash, the parents will be notified, as the student will need to seek medical care to determine whether or not the rash is contagious. For common, identifiable rashes, such as poison ivy, sunburn, insect bites, dry skin, anti-itch gel will be applied.

Ringworm: If the area can be covered, the student will be allowed to stay at school. Good hand hygiene will be encouraged. The parent will be contacted and advised to seek advice from their physician for treatment.

Seizure: When a seizure occurs in someone with a known seizure disorder, they will be observed and protected from any environmental hazards. The parents will be contacted so they may seek the advice of their physician. When a seizure occurs from an unknown cause, EMS may be dispatched. Parent will be contacted, and seizure protocol will be used.

Splinter: A superficial splinter may be cleaned and removed. A sterile dressing may be applied if indicated, and a parent notified if indicated. For a deeply embedded splinter, a parent will be notified and advised to seek advice from their physician.

Sprain/Dislocation/Fracture: A possible sprain, dislocation, and/or fracture will be iced, elevated, and splinted as indicated during assessment. The parents will be contacted so they may seek advice from their physician. Exception to this would be potential spinal injury, in which case EMS will be dispatched and the student will not be moved.

Sting: The stinger will be removed and ice applied. If the student is allergic to stings, the parents will be notified. EpiPen will be used if deemed appropriate. EMS will be contacted if necessary.

Tooth Injury: In the case of a fractured or avulsed tooth, ice packs will be applied to the affected areas of the lip/face. Ibuprofen or acetaminophen may be given per package instructions. Follow up with dentist as soon as possible. If tooth avulsed, follow instructions provided by Dr. Fallon Steins and place tooth in Save-A-Tooth solution.

****The school nurse reserves the right to contact EMS at any time if he/she deems appropriate given the situation.**

STUDENTS DISCIPLINE POLICY – MISCONDUCT AND DISCIPLINARY CONSEQUENCES (Board Regulation 2610)

Behavioral Expectations

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

Copies of the regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year upon request. Copies of these documents will be also be available for public inspection during normal business hours in the Superintendent's office. (BP 2670)

1. **Alcohol** - Possession of or under the influence of alcohol regardless of whether the student is on school premises

First Offense: 1-10 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

2. **Arson** - Intentionally causing or attempting to cause a fire or explosion

First Offense: 1-180 days of out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

3. **Assault** - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

First Offense: 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Bullying – Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).

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

Subsequent Offenses: In-school suspension, Saturday school, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

First Offense: In school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 1-180 days out-of-school suspension, or expulsion, Saturday School, notification of law enforcement officials, and documentation in student's discipline record.

4. **Defiance of Authority** - Refusal to obey directions or defiance of staff authority

First Offense: Principal/Student conference and/or Detention, In-school suspension, Saturday School, 1-10 Days Out-of-School Suspension

Subsequent Offenses: Detention, In-School Suspension, Saturday School, 1-180 days out-of-school suspension

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

First Offense: Principal/Student conference and/or detention, In-school Suspension, Saturday School

Subsequent Offenses: Detention, In-school Suspension, Saturday School, 1-90 days out-of school suspension.

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

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Drugs/Controlled Substance - Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

7. **Prescription Medication** - Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Distribution - of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 1-180 days out-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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

First Offense: Principal/Student conference and/or detention, in-school suspension, Saturday School, or 1-10 days out-of-school suspension

Subsequent Offenses: In-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

9. **Firearms and Weapons** (Refer to Policy and Regulation 2620 for a definition - Firearms and Weapons in School)

Possession of a firearm or weapon

First Offense: (Minimum of one-year suspension) (Students that have an IEP developed by the special services staff can appeal the suspension to the Superintendent)

Subsequent Offenses: (Minimum of one-year suspension) (Students that have an IEP developed by the special services staff can appeal the suspension to the Superintendent)

10. **Harassment** (Refer to Policy 2130 - Harassment)

First Offense: Principal/Student conference and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

Subsequent Offenses: In-School suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

11. **Improper Display of Affection** - Consensual kissing, fondling, or embracing

First Offense: Principal/Student conference and/or detention, in-school suspension, Saturday School

Subsequent Offenses: In-school suspension, Saturday School, 1-180 days out-of school suspension, or expulsion, and possible documentation in student's discipline record.

12. **Improper Language**

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

First Offense: Principal/Student conference and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension

Subsequent Offenses: In-school suspension, Saturday School, 1-180 days out-of-school suspension

Use of Obscene or Vulgar Language - Language which depicts sexual acts, human waste, and blasphemous language

First Offense: Principal/Student conference and/or detention, in-school suspension, Saturday School.

Subsequent Offenses: Detention, In-School suspension, Saturday School, 1-180 days out-of-school suspension.

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

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

Subsequent Offenses: In-school suspension, Saturday school, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

13. **Inappropriate Sexual Conduct** (Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense: In-school suspension, Saturday School, 1-180 days out-of school suspension, or expulsion, and possible documentation in student's discipline record

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record

Use of sexually intimidating language, objects, or pictures.

First Offense: In-school suspension, Saturday School, 1-180 days out-of school suspension, or expulsion, and possible documentation in student's discipline record

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense: In-school suspension, Saturday School, 1-180 days out-of school suspension, or expulsion, and possible documentation in student's discipline record

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, Saturday School, and documentation in student's discipline record

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

First Offense: In-school suspension, Saturday School, or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

15. **Tobacco** - Possession or use of tobacco or tobacco products

First Offense: Student/Principal conference (warning) / Detention with the first usage

Subsequent Offenses: Detention, Saturday School, 1-10 days out-of-school suspension with the second usage

16. **Truancy** - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

First Offense: One Saturday School

Subsequent Offenses: Saturday School or 1- 3 days Out-of-school suspension

17. **Vandalism** - Intentional damage or attempt to damage property belonging to the staff, students, or the District

First Offense: Restitution, Principal/Student conference and/or detention, In-school Suspension, Saturday School, 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record

18. **Saturday School** – Any student who misses an assigned Saturday School, or is asked to leave due to behavior problems will automatically have 3 days of out-of-school suspension on the subsequent 3 days school is in session.

19. **Students tardy to class** – Disciplined at the discretion of the Principal and/or Staff – see the school's tardy policy.