



**South Callaway R-II
Elementary School**

10105 State Road C

Mokane, MO 65059-1213

Web Page: www.sc.k12.mo.us

Bulldog Hotline: 573-676-3356

(Toll Free 1-800-548-9675)

2009-2010 STUDENT HANDBOOK

Mr. Corey Pontius, Principal

Phone: (573) 676-5218 Fax: (573) 676-5347

Email: corey.pontius@sc.k12.mo.us

THIS PLANNER BELONGS TO:

NAME _____

GRADE _____

BELL SCHEDULE: 8:10 AM – 2:50 PM

**South Callaway R-II School District
MISSION STATEMENT**

The South Callaway R-II School District will provide a performance-driven program to prepare our students for success at their next level.

The South Callaway R-II School District does not allow discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law. Discrimination or harassment is strictly prohibited in accordance with law. Any person having inquires concerning the application of the South Callaway R-II School District policy of nondiscrimination is directed to contact the Superintendent of Schools, 10135 State Road C, Mokane, Missouri 65059, 573-676-5225.

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**SOUTH CALLAWAY R-II ELEMENTARY
FACULTY/STAFF DIRECTORY
2009-2010**

Administration/Counselors

Corey Pontius.....	(corey.pontius@sc.k12.mo.us).....	Elementary Principal
Allison Gohring.....	(allison.gohring@sc.k12.mo.us).....	Dir. of Special Services
Cindy Jordan.....	(cindy.jordan@sc.k12.mo.us).....	Guidance Counselor

Faculty and Staff

Andrea Beers.....	(andrea.beers@sc.k12.mo.us).....	Third Grade
Sarah Caldwell.....	(sarah.caldwell@sc.k12.mo.us).....	Nurse
Cynthia Campbell.....	(cynthia.campbell@sc.k12.mo.us).....	Third Grade
Lisa Cartee.....	(lisa.cartee@sc.k12.mo.us).....	Music
Leah Cave.....	(leah.cave@sc.k12.mo.us).....	Fifth Grade
Pam Downey.....	(pam.downey@sc.k12.mo.us).....	Title 1 Reading
Anita Dunnavant.....	(anita.dunnavant@sc.k12.mo.us).....	Third Grade
Gayle Elley.....	(gayle.elley@sc.k12.mo.us).....	Computers
Ashley Freegard.....	(ashley.freegard@sc.k12.mo.us).....	Fifth Grade
Dustin Haley.....	(dustin.haley@sc.k12.mo.us).....	Art
Gretchen Hanna.....	(gretchen.hanna@sc.k12.mo.us).....	Math Lab
Nancy Hinnah.....	(nancy.hinnah@sc.k12.mo.us).....	Elementary Secretary
Beth Hofherr.....	(beth.hofherr@sc.k12.mo.us).....	Gifted Education
Trudy Kemper.....	(trudy.kemper@sc.k12.mo.us).....	Special Services
Tim Kucera.....	(tim.kucera@sc.k12.mo.us).....	Fifth Grade
Whitney McCaulley.....	(whitney.mccaulley@sc.k12.mo.us).....	Third Grade
Donna McGrath.....	(donna.mcgrath@sc.k12.mo.us).....	Fifth Grade
Rawn Nash.....	(rawn.nash@sc.k12.mo.us).....	Fourth Grade
Corrine Smart.....	(corrine.smart@sc.k12.mo.us).....	Fourth Grade
Sara Spanel.....	(sara.spanel@sc.k12.mo.us).....	Speech
Carla Weirich.....	(carla.weirich@sc.k12.mo.us).....	Fourth Grade
Michele Whitaker.....	(michele.whitaker@sc.k12.mo.us).....	Physical Education
Charlotte Wynn.....	(charlotte.wynn@sc.k12.mo.us).....	Librarian
Kathy Zimmerman.....	(kathy.zimmerman@sc.k12.mo.us).....	Fourth Grade

**South Callaway R-II School District
2009-10 Calendar**

August 2009	10-11.....	Professional Development Days
	12.....	FIRST DAY OF SCHOOL
September 2009	4.....	NO SCHOOL – MMC Workshop
	7.....	NO SCHOOL - Labor Day
October 2009	7.....	School Dismissed @ 12:45
	Professional Development
	14.....	End of 1 st Quarter
	20.....	Parent/Teacher Conferences
	22.....	Parent/Teacher Conferences
	23.....	NO SCHOOL
November 2009	4.....	School Dismissed @ 12:45
	Professional Development
	13.....	NO SCHOOL – PDC Day/Teacher Workday
	25.....	School Dismissed @ 12:45 p.m.
	26-27.....	NO SCHOOL – Fall Break
December 2009	2.....	School Dismissed @ 12:45
	Professional Development
	18.....	School Dismissed @ 12:45 p.m.
	End of 2 nd Quarter, End of 1 st Semester
January 2010	21-31.....	NO SCHOOL – Winter Break
	1-3.....	NO SCHOOL – Winter Break
February 2010	4.....	School Resumes
	6.....	School Dismissed @ 12:45
	Professional Development
	18.....	NO SCHOOL – Martin Luther King Day
March 2010	3.....	School Dismissed @ 12:45
	Professional Development
	15.....	NO SCHOOL – President's Day
	3.....	School Dismissed @ 12:45
	Professional Development
April 2010	5.....	End of 3 rd Quarter
	9.....	Parent Teacher Conferences
	11.....	Parent Teacher Conferences
	12.....	NO SCHOOL
May 2010	2-5.....	NO SCHOOL – Spring Break
	7.....	School Dismissed @ 12:45
May 2010	Professional Development
	11.....	School Dismissed @ 12:45 p.m.
	LAST DAY OF SCHOOL
	End of 3 rd Quarter, End of 2 nd Semester
	12.....	Professional Development Day

Possible make-up days in order of use: May 12th, May 13th, February 15th, March 12th, May 14th, May 17th, May 18th, May 19th, May 20th, May 21st, May 24th, and May 25th. April 2nd-5th are protected.

DISTRICT REPORT CARD

The South Callaway R-II School District Report Card can be viewed at the District's Central Office or it can be accessed at <http://dese.mo.gov/planning/profile/014130.html>.

NOTICE OF NONDISCRIMINATION

The South Callaway R-II School District does not allow discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law. Discrimination or harassment is strictly prohibited in accordance with law. Any person having inquiries concerning the application of the South Callaway R-II School District policy of nondiscrimination is directed to contact the Superintendent of Schools, 10135 State Rd. C, Mokane, MO 65059, (573) 676-5225.

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 attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The South Callaway R-II School District assures 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/intellectual disability, 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 South Callaway R-II Schools assures 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 South Callaway R-II Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/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 South Callaway R-II Schools has developed a Local Compliance Plan for the implementation 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 South Callaway R-II Schools Central Office by appointment. Contact Allison Gohring, Director of Special Services to make an appointment at (573) 676-5662.

This notice will be provided in native languages as appropriate.

Procedural Safeguards Information

The Procedural Safeguards for Children and Parents as required by H.R.

1350 Individuals with Disabilities Education Improvement Act of 2004 is available on the Department of Elementary and Secondary Education website http://dese.mo.gov/divspeced/Compliance/Proc_Safe/ProcSafe_Oct2006.pdf.

THE NO CHILD LEFT BEHIND ACT OF 2001 (PUBLIC LAW 107-110)

The No Child Left Behind Act of 2001 (Public Law 107-110) requires school districts to inform you of certain information that you have a right to know. Upon your request, our district is required to provide to you in a timely manner, the following information on your child's teacher:

1. The teacher has or has not met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is or is not teaching under an emergency or other provisional status through which the state qualification or licensing criteria have been waived.
3. Your child is or is not provided services by paraprofessionals and, if so, the qualifications of the paraprofessional.
4. What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide the following to each individual parent:

1. Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
2. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step-parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated. The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person - the person responsible for the District's special education program.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (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. Parents or eligible students should submit to the School principal/administrator a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (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 the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal/administrator, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (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. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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, SW, Washington, DC 20202-5920

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

The complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Federal Programs shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation. The Superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing. If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation, determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

**FILE: JG
CRITICAL**

STUDENT DISCIPLINE

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Teachers have the authority and responsibility to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 12/13/1990 Revised: 5/13/2009
Cross Refs: ECD, Traffic and Parking Controls; EGAAA, Reproduction of Copyrighted Materials; GBH, Staff/Student Relations
Legal Refs: §§ 160.261, 167.161, .171, 171.011, RSMo;. Safe and Drug-Free Schools and Communities Act, P.L. 107-110;
Beussink v. Woodland R-IV School District, 30 F.Supp.2d 1175 (E.D. Mo. 1998)
South Callaway R-II School District, Mokane, Missouri

STUDENT DISCIPLINE HEARINGS

The Superintendent of Schools shall hear all appeals dealing with building principal discipline decisions. Parents/Guardians may appeal any decisions issued by the Superintendent to the Board of Education. The Board of Education may originate student discipline hearings upon recommendations of the Superintendent. In such cases, the Board of Education will review the Superintendent's report and determine whether to conduct a discipline hearing.

In addition, student discipline hearings also will be held upon WRITTEN request of the student or the student's parents to consider appeals from student suspensions in excess of ten (10) school days. In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be followed:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time, and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits, and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians.
2. Prior to the Board hearing, the student and the student's parent/guardians will be advised of the identity of the witnesses to be called by the Administration and advised of the nature of their testimony. In addition, the student and the student's parent/guardians will be provided with copies of the documents to be introduced at hearing by the Administration.
3. The hearing will be closed unless the student's parent/guardians request an open hearing. At hearing, the Administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his parents/guardian or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter will record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the District. The Administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parent/guardians written Findings of Fact, Conclusions of Law and Decision.

The Superintendent of South Callaway R-II Schools has been designated as Title IX Coordinator Section 504 & ADA Compliance Coordinator.

Address: South Callaway R-II Schools
10135 State Road C
Mokane, MO 65059
Phone: 573-676-5225

It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business.

RELEASE OF STUDENT RECORDS

- 1) If a student's record is requested by an official of another school system or educational agency as defined in state statute, the record may be released. However, written authorization to release the record will be sought and encouraged from the parent/guardian if the student is under 18 years of age and unmarried. Otherwise, the authorization will be sought from the student. Requests in writing for records will be considered as a release by an individual applying for school admission or employment.
- 2) Information from student files will not be available to unauthorized persons within the school, or to any person outside the school without the expressed consent of the eligible student or the parent/guardians, except to comply with a judicial order or subpoena or in all other cases not requiring consent as provided in 10 U.S.C. 1232g(b) 1 or related laws.
- 3) Both natural parents of the student shall have access to the student's records if the student is under 18 regardless of their marital status, unless a court order or divorce decree removes one parent's right to have knowledge about and/or to participate in the child's education.
- 4) Copies of the records of currently enrolled students will be made available to authorized personnel upon request.

MESSAGE TO PARENTS REGARDING RELEASE OF DIRECTORY INFORMATION

Please be advised that the school district will release "Directory Information" concerning your child upon request. This may include the following information: student's name, mailing address, phone number, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs, and other similar information.

If you do NOT want this type of information about your child released, please send a note to that effect to your child's principal within ten days of the start of school.

PRIVACY OF SCHOOL RECORDS

Parents or legal guardians of all students will be accorded the right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder. All students who have attained the age of 18, or are attending an institution of post-secondary education, will be accorded the same rights.

1. Requests may be made by phone, in person, or by written correspondence. In all cases a time and date for review of the appropriate records, mutually agreeable to both the school and the party involved, must be set within 45 days. All inspection of student records must be made in the appropriate school official in the presence of school employed personnel.
2. Parents and students-18 years of age or attending an institution of post-secondary education-shall have an opportunity for a hearing to challenge the content of school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights of the students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
3. An involved party must submit written request for a hearing to the Superintendent of Schools. This request must be as specific as possible and contain as much detail as practical.

**FILE: JFCJ
CRITICAL**

WEAPONS IN SCHOOL

The South Callaway R-II School District ("District") seeks to provide a safe, violence-free educational environment for its students and workplace for its employees. The District recognizes that weapons have no place on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

The District recognizes the harm that a person who possesses a weapon may present to himself/herself and to others on school premises. The District recognizes weapon possession as a potential threat to the health, safety and security of students, employees and other persons. The District will not tolerate the risk of harm presented when a person possesses a weapon in our schools, on school property, or during a school activity.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

In this policy, the terms "to school," "at school," or "on school grounds" refer to school property of any type or size and also to any school activity, whether on or off physical property of the District.

Thus, the District states as follows:

I. Definitions

In this policy, the term "weapon" is defined as follows:

Category I -- A "firearm" as defined under 18 United States Code Section 921. The term "firearm" includes, but is not necessarily limited to, such items as:

- a. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel, and which is designed to, or may be readily converted to, expel a projectile by action of an explosive; or
- b. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel, and which is designed to, or may be readily converted to, expel a projectile by action of a propellant, provided that the item has a barrel with a bore of at least one-half inch in diameter; or
- c. Any explosive, incendiary device, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law.

Category II -- Items defined as a "weapon" in § 571.010, RSMo. The term "weapon" under § 571.010, RSMo, includes:

- | | | |
|------------------------|-------------------------------|----------------------|
| a. Blackjack | f. Gas gun | j. Projectile weapon |
| b. Concealable firearm | g. Knife or switchblade knife | k. Rifle |
| c. Explosive weapon | h. Knuckles | l. Shotgun |
| d. Firearm | i. Machine gun | m. Spring gun |
| e. Firearm silencer | | |

Category III -- Items defined as "dangerous weapons" in 18 U.S.C. § 930(g)(2). The term "dangerous weapon" includes, but is not necessarily limited to, a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

Category IV -- Other weapons as described under District policy:

- a. All knives and any other instrument or device customarily used for attack or defense against another person; or any instrument or device used to inflict physical injury or harm to another person.
- b. Pepper spray, mace and other sprays or propellants customarily used to or intended by the person in possession to cause injury to another person.
- c. Any object designed to look like or imitate a device in categories I-IV.

II. **Student Possession of Weapon at School**

The District will adhere to the requirements of the Missouri Safe Schools Act if a student brings a weapon to school or possesses a weapon at school. The District will also adhere to the requirements of the Gun-Free Schools Act of 1994 if District officials determine that a student has brought a firearm to school or has possessed a firearm at school, as defined under federal law. The District will take the following action upon determining that a student has brought a weapon to, or possessed a weapon at, school:

- (i) The District will notify the appropriate criminal justice agency if the student has brought or possessed a Category I or Category II weapon to school. The District may notify the appropriate criminal justice agency if the student has brought or possessed a Category III or Category IV weapon to school.
- (ii) The District will suspend the student from school for a period of not less than one year (365 calendar days) from the date of the infraction. This suspension provision may be modified on a case-by-case basis upon recommendation of the District superintendent if, in the superintendent's opinion, the circumstances justify a modification. Further, the Board of Education, upon recommendation of the superintendent, has the discretionary authority to expel the student from school permanently.

The District may, at its discretion, provide a student suspended under this policy with educational services in an alternative setting.

Any suspension for more than ten (10) school days or expulsion under this policy may be appealed pursuant to the Board of Education's usual disciplinary appeals process.

No student who has been suspended or expelled under this policy shall be permitted to return to school until the District has conducted a remedial conference, pursuant to the Safe Schools Act and District policies.

III. **Applicability of Policy to Students with Disabilities**

If the student who is determined to be in violation of this policy is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, the District will adhere to federal and state requirements as set forth in applicable statutes and regulations and District policies regarding students with disabilities.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 02/09/1993 Revised: 03/08/2001; 07/14/2004

Cross Refs: ECA, Building and Grounds Security; JG, Student Discipline; JGD, Student Suspension and Expulsion; JGE, Discipline of Students with Disabilities

Legal Refs: §§ 160.261, 571.010, .030, RSMo.; 18 U.S.C. § 921; Elementary and Secondary Education Act of 1965 as amended by the Gun-Free Schools Act of 1994

Individuals with Disabilities Education Act, 20 U.S.C. § 1400 – 1487

South Callaway R-II School District, Mokane, Missouri

**FILE: JG-R
CRITICAL**

STUDENT DISCIPLINE

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens, and in promoting an effective instructional program in the district's schools. Acceptable behavior is based on respect for one's self, and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school.

In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is conducive to learning. Standards of student conduct are established by the Board of Education to create an environment in which each student's right to learn is protected. Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of teachers, to observe good order and correct deportment, to be diligent in study, to be clean and tidy in person and attire, to be obliging to schoolmates, to refrain from the use of profane or improper language and to refrain from the use of tobacco and alcoholic beverages while on school premises or under school supervision. Students and parents/guardians will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed annually.

This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Reporting to Law Enforcement

It is the policy of the South Callaway R-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

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

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibition Against Being On Or Near School Property During Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

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

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

Superintendent Discipline Conference

When the building principal refers a student discipline matter to the superintendent for consideration of additional days of suspension above and beyond ten (10) school days, a Superintendent Discipline Conference is required (unless such conference is determined to be logistically impractical by the superintendent). The purpose of this conference is to assess the situation and to allow the superintendent an opportunity to determine how many, if any, additional days of suspension will be imposed. The following individuals shall attend this conference: the superintendent; at least one (1) parent/guardian of the student; the principal (or his/her administrative designee); and the student. This conference shall occur within the ten (10) days of suspension issued by the principal. It shall be the responsibility of the parent/guardian to schedule this conference in a timely manner with the superintendent. Students and their parents/legal guardians are cautioned that their failure to attend this conference will be viewed as a waiver of their opportunity to be heard by the superintendent regarding the disciplinary matter. In addition, the district considers it vitally important that the student himself/herself attends the conference.

Prohibited Conduct

The following disciplinary actions will be observed by the South Callaway R-II School District grades K-12. Where specific acts of misconduct set out in this policy provide for a penalty of suspension, such suspension may be in-school or out-of-school suspension at the discretion of the administration. Students placed on out-of-school suspension will be required to complete work assigned during the suspension but will not receive grade credit for such work. Students placed on in-school suspension will be required to complete work assigned during the suspension and will receive grade credit for such work. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

VIOLATIONS AGAINST PERSONS

Assault (Student) -- Hitting, striking and/or attempting to cause injury to another; placing another in reasonable apprehension of imminent physical injury; physically injuring another student.

- 1st Offense: Detention, up to ten (10) days principal suspension, may be expanded up to 180 days suspension by the superintendent of schools, depending on the severity of physical injury.
- 2nd Offense: Up to 180 days superintendent suspension with possible recommendation of Board of Education expulsion.

Assault (Staff) -- Hitting, striking and/or attempting to cause injury to any certificated or non-certificated staff member; placing another in reasonable apprehension of imminent physical injury; physically injuring a staff member.

- 1st Offense: Suspension until the next regularly scheduled Board of Education meeting, when expulsion shall be recommended.

Bullying (see Board policy JFCF) -- Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

- 1st Offense: Detention, up to 180 days suspension.
- 2nd Offense: Up to 180 days suspension with possible recommendation of expulsion to the Board of Education.

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

- 1st Offense: Detention, up to three (3) days suspension.
- 2nd Offense: Up to ten (10) days principal suspension, may be extended up to 180 days by the superintendent of schools.
- 3rd Offense: Eleven (11) to 180 days superintendent suspension, with possible recommendation of expulsion to the Board of Education.

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

- 1st Offense: Up to 180 days suspension.
- 2nd Offense: Up to 180 days suspension with possible recommendation of expulsion to the Board of Education.

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

- 1st Offense: Detention. Up to ten (10) days suspension. Parent-student-principal conference required before the student is allowed to re-enter school.
- 2nd Offense: Up to 180 days suspension with possible recommendation of expulsion to Board of Education.

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

Drugs/Alcohol, Possession or Use of (see Board policy JFCH and JHCD) -- The use of illicit drugs, unauthorized inhalants and the unlawful possession and use of alcoholic beverages is wrong and harmful; therefore, the following acts are subject to discipline: Possession, use of or attendance while under the influence of or soon after consuming any alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, (including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act).

- 1st Offense: Up to ten (10) days suspension and 180 days loss of eligibility for all extracurricular activities. Parent-student-principal conference required for re-entry.
- 2nd Offense: Up to 180 days suspension and 365 days loss of eligibility for all extracurricular activities. Parent-student-principal-superintendent conference required for re-entry.
- 3rd Offense: Suspension up to 180 days with possible recommendation of expulsion to Board of Education.

Drugs/Alcohol – Sale, Purchase or Distribution of any alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

- 1st Offense: Possible 11 to 180 days suspension.
- 2nd Offense: Recommendation of expulsion to the Board of Education.

Non-Prescription Medication, Possession of in Violation of Board Policy (see Board policy JHCD) -- Possession, sale, purchase or distribution of prescription medication in violation of Board policy regarding the administration of medication to students, or possession, sale, purchase or distribution of non-prescription medication while but representing such medication to be prescription medication. This includes controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

- 1st Offense: Conference with parent-student-principal.
- 2nd Offense: Letter to parent and conference with parent-student-principal.
- 3rd Offense: Suspension for up to 180 days.

Prescription Medication (or items represented as such), Possession of in Violation of Board Policy (see Board policy JHCD) -- A student who possesses prescription medication in violation of Board policy regarding the administration of medication to students, or who possesses non-prescription medication but represents such medication to be prescription medication, will be subject to discipline. This includes controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

- 1st Offense: Up to ten (10) days suspension.
- 2nd Offense: Up to 180 days suspension.
- 3rd Offense: Possible recommendation of expulsion to the Board of Education.

Tobacco -- Possession or use of any type of tobacco product on school grounds, on school transportation or at school functions.

- 1st Offense: Confiscation of tobacco product. Three (3) days detention. Parent will be notified.
- 2nd Offense: Confiscation of tobacco product. Detention, up to ten (10) days suspension from school. Parent-student-principal conference required for re-entry.
- 3rd Offense: Confiscation of tobacco product. Up to 180 days suspension. Parent-student-principal conference required for re-entry.

NOTE: There will be no use of tobacco, drinking or using of controlled substances on the school grounds, in the school building or at any school-sponsored event. Any student in violation of this will be subject to the regulations listed above.

Weapons, Violation of District Policy Regarding -- The definitions and penalties for violation of this policy are more fully set forth in district policy JFCJ.

VIOLATIONS AGAINST PROPERTY

Arson -- Starting or attempting to start a fire or igniting or attempting to ignite an explosion including fireworks.

- 1st Offense: Detention, up to 180 days suspension. Restitution if appropriate.
- 2nd Offense: Up to 180 days suspension with possible recommendation of expulsion to the Board of Education. Restitution if appropriate.

Extortion -- Threatening or intimidating any person for the purpose of, or with intent to, obtain money or anything of value.

- 1st Offense: Detention or up to five (5) days suspension. Parent-student-principal conference required for re-entry.
- 2nd Offense: Up to ten (10) days suspension with a recommendation of up to 180 days suspension by the superintendent of schools. Parent-student-principal-superintendent conference required for re-entry.
- 3rd Offense: Recommendation of expulsion to the Board of Education.

False Alarm (see also "Threats or Verbal Assault") -- Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

- 1st Offense: Restitution, detention. Up to ten (10) days suspension. Parent-student-principal conference required for re-entry.
- 2nd Offense: Restitution. Up to 180 days suspension. Parent-student-principal-superintendent conference required for re-entry.

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

1st Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

2nd Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft -- Stealing or attempting to steal private or school property or knowing possession of stolen property.

1st Offense: Return of or restitution for property, detention. Up to ten (10) days suspension. Parent will be notified.

2nd Offense: Return of or restitution for property and up to 180 days suspension. Parent-student-principal conference required for re-entry.

3rd Offense: Return of or restitution for property and suspension of up to 180 days with possible expulsion recommended to the Board of Education. Parent-student-principal-superintendent conference required for re-entry.

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

1st Offense: Detention, up to 180 days suspension; principal-student conference.

2nd Offense: Up to 180 days suspension with possible recommendation of expulsion to the Board of Education.

Vandalism/Willful Damage to Property (see Board policy ECA) -- Willfully causing substantial damage or attempting to cause substantial damage to any property, real or personal, belonging to the school, staff or students.

1st Offense: Restitution, detention and up to ten (10) days suspension. Parent-student-principal conference required for re-entry.

2nd Offense: Restitution and up to 180 days suspension. Parent-student-principal-superintendent conference required for re-entry.

3rd Offense: Restitution and suspension until the next regularly scheduled Board of Education meeting when expulsion shall be recommended.

NOTE: Everyone is encouraged to take the best care of all school property. This includes books. Anyone found defacing any school property will be required to replace the piece of property or repair the old one if this is possible. In the case of deliberate destruction of school property, the student will be punished in the manner outlined above.

VIOLATIONS AGAINST SCHOOL ADMINISTRATION

Automobile/Vehicle Misuse -- Driving on school property or in front of school property carelessly or without due caution so as to endanger persons or property. Un-courteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

1st Offense: Detention, parking privileges taken away for five (5) school days and parents will be notified.

2nd Offense: Detention, parking privileges taken away for 20 school days and a parent-student-principal conference required prior to driving privileges being restored.

3rd Offense: Detention, parking privileges taken away for 180 school days. Parent-student-principal-superintendent conference required prior to privilege being restored.

4th Offense: Detention, suspension up to ten (10) days and permanent loss of parking privileges on school property.

NOTE: Use of automobiles by students: All vehicles are to be registered in the office of the building principal. Students who drive cars to school will be expected to park them properly in the student parking lot when they arrive. Students are not to remain in the car once it is properly parked. Leave the car immediately after parking.

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

Failure to Meet Conditions of Suspension -- Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See the section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

1st Offense: Verbal warning, detention, up to 180 days suspension, or recommendation of expulsion to Board of Education.

2nd Offense: Verbal warning, detention, up to 180 days suspension, or recommendation of expulsion to Board of Education.

Student Conduct in Assembly -- Any action that disrupts or interferes with the completion of the assembly in a manner that shows disrespect for the person or persons performing.

1st Offense: Student is warned by the observing instructor and the building principal is notified.

2nd Offense: Student is removed for the remainder of the assembly. The building principal is notified and may assess punishment in the form of one or more detention periods.

3rd Offense: Student is banned from participating in any further assemblies for the remainder of the school year. The building principal is notified and will assign detention period(s) to the student. The parent will be notified.

Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2) -- Unauthorized absence from school or class; excessive non-justifiable absences, even with the consent of parents/guardians.

1st Offense: Detention will be assigned for class time missed. Detention may be before or after school or held on Saturday mornings for an equal amount of time. Parent-principal conference will be held as soon as possible.

2nd Offense: Detention time will be equal to actual amount of time missed. Time may be made up before or after school or at Saturday detention. The building principal shall make the final decision. Parent-student-principal conference required to work out a solution to the problem.

3rd Offense: Up to ten (10) days suspension from school. Parent-student-principal conference required for re-entry.

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

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

1st Offense: No credit for the work, grade reduction, or replacement assignment.

2nd Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

1st Offense: Nullification of forged document. Principal-student conference, detention, up to ten (10) days suspension.

2nd Offense: Nullification of forged document. Detention, up to 180 days suspension with possible recommendation of expulsion to the Board of Education.

Disrespectful or Disruptive Speech or Conduct (see Board policy AC if illegal harassment or discrimination is involved) -- Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities and/or school functions, or continuous talking in class when told not to do so.

1st Offense: Student dismissed from class or activity and parent notification. Detention, up to three (3) days suspension.

2nd Offense: Detention, suspension up to ten (10) days. If the offense occurs at an activity, the student is to be dismissed from attendance at all school activities for one (1) month as a participant or as a spectator. Parent-student-teacher-principal conference required for re-entry.

3rd Offense: Suspension up to 180 days and suspension from all activities as a spectator and/or a participant for the remainder of the school year or for a minimum of 180 school days, whichever is longer. Parent-student-teacher-principal conference required for re-entry.

4th Offense: 180 days suspension with possible recommendation of expulsion to the Board of Education.

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

1st Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

2nd Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Obscene Language and/or Gestures, Use of -- Use of words, gestures or a group of words that describe sexual conduct or are generally accepted as being curse words, and that, considered as a whole, appeal to prurient interest in sex, portray sex in a manner offensive to community standards and do not have a serious literary, artistic, political or scientific value.

1st Offense: Up to ten (10) days suspension. Parent-student-principal conference required.

2nd Offense: Up to ten (10) days suspension and parent-student-principal conference required for re-entry.

3rd Offense: Up to 180 days suspension from school and a parent-student-principal-superintendent conference required prior to re-entry.

4th Offense: Suspension from school until the next regularly scheduled Board of Education meeting when expulsion shall be recommended.

Public Display of Affection -- Physical contact usually considered to be in poor taste and usually reserved for moments of private endearment including, but not limited to, kissing and groping. Such behavior will not be allowed in any school building, on school property or at any school event.

1st Offense: Detention, student warned and the parent is notified by the building principal.

2nd Offense: Three (3) days detention. Parent-student-principal conference.

3rd Offense: Detention, three (3) days suspension. Parent-student-principal-person or persons reporting the action conference.

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

2nd Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Harassment (see Board policy AC and regulation AC-R) - Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

1st Offense: Principal-student-parent conference, detention. Suspension of up to 180 days.

2nd Offense: Suspension up to 180 days and possible recommendation of expulsion to the Board of Education.

Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

1st Offense: Parent-student-principal conference. Suspension up to 180 days.

2nd Offense: Suspension up to 180 days and possible recommendation of expulsion to the Board of Education.

Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

2nd Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success: to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.
 1st Offense: Restitution. Detention, up to 180 days out-of-school suspension, suspension or loss of user privileges. Principal-student conference.
 2nd Offense: Restitution. Up to 180 days out-of-school suspension with possible recommendation of expulsion to the Board of Education, suspension or loss of user privileges.
2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.
 1st Offense: Confiscation, principal-student conference, detention, or in-school suspension.
 2nd Offense: Confiscation, principal-student conference, detention, up to 180 days, out-of-school suspension with possible recommendation of expulsion to the Board of Education.
3. Violation other than those listed in (1), (2) or violation of Board policy EHB and procedure EHB-AP.
 1st Offense: Restitution. Detention, up to 180 days out-of-school suspension, suspension or loss of user privileges.
 2nd Offense: Restitution. Up to 180 days out-of-school suspension, expulsion, suspension or loss of user privileges.
4. Use of audio or visual recording equipment in violation of Board policy KKB.
 1st Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.
 2nd Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Approved: 05/24/1990 Revised: 08/14/2002; 07/13/2005; 5/14/2008; 5/13/2009
South Callaway R-II School District, Mokane, Missouri

**FILE: JFCC
CRITICAL**

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 05/24/1990 Revised: 04/05/2002
Cross Refs: EEA, Student Transportation Services; JG, Student Discipline; JGF, Discipline Reporting and Records;
Legal Refs: §§ 160.261, 571.030, RSMo.
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 – 1487; 34 C.F.R. Part 300
South Callaway R-II School District, Mokane, Missouri

**FILE: JFCC-R
CRITICAL**

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

The following behaviors will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious misbehaviors will result in harsher consequences. The behavior consequences will escalate if the child insists on repeating the unacceptable behavior.

Unacceptable Behavior*

Minor Infractions

- Hitting
- Spitting
- Profanity
- Out of Seat
- Throwing Objects
- Obstructing Aisles
- Making Loud Noises
- Hanging out Windows
- Eating and/or Drinking
- Unnecessary Conversation with the Driver

Major Infractions

- Assault
- Fighting
- Vandalism
- Insubordination
- Use of Tobacco
- Possession or use of Alcohol
- Possession of a Weapon

Minimum Consequences for Minor Infractions

- 1st Offense:** Driver conferences with the student, identifies the infractions and writes the behavior referral with copies to the parent/parents and appropriate administrator.
- 2nd Offense:** Driver conferences with the student and principal, identifies the infraction, and writes the behavior referral with copies to the parent/parents and the appropriate administrator. The appropriate administrator contacts the parent/parents.

3rd Offense: Driver conferences with the student and principal, identifies the infraction, and writes the behavior referral with copies to the parent/parents and the appropriate administrator. The appropriate administrator contacts the parent/parents, reviews the child's behavior record, and suspends the riding privileges from one to five days. All succeeding offenses in the minor category will be treated as Major Infractions - first, second and third offense.

*If the infraction is a violation of the law, the proper authorities will be notified. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before the riding privileges are reinstated.

Minimum Consequences for Major Infractions

1st Offense: Driver confers with the student and principal, identifies the infractions, and writes the behavior referral with copies to the parent/parents and the appropriate administrator. The appropriate administrator contacts the parent/parents, reviews the behavior incident, and suspends the student's riding privileges for one to five days. The parent/parents and student must attend a conference with the appropriate administrator and driver before the riding privileges are reinstated.

2nd Offense: The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended from five to fifteen days.

3rd Offense: The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for fifteen days. Any succeeding offenses will result in immediate suspension of riding privileges and the case will be presented to the school board with a request for action by the school board.

Evening Route -- Dangerous Behavior Clause

If a student performs an act that obviously jeopardizes the safe operation of the bus or endangers the safety of others on the evening route, the driver may suspend the student from riding the bus the next morning. The driver must notify the parent/parents and the appropriate administrator of this action upon completion of the evening route. A written report shall also be filled out and delivered to the appropriate administrator immediately following the next morning's route, detailing the incident. Riding privileges cannot be reinstated until a conference is held with the driver, parent/parents, students, and appropriate administrator.

FILE: JFCC-AP2

STUDENT CONDUCT ON SCHOOL TRANSPORTATION (Rules for All School Activities)

In addition to the standard rules for bus behavior, the rules for all persons riding are:

1. All participating students will be required to ride the bus to and from school activities. The coach, teachers and/or drivers are in charge of all persons riding on the bus. Students will be expected to obey promptly and cheerfully.
2. All persons must be on time. The bus cannot wait beyond its regular departure schedule for those who are late.
3. Classroom conduct is to be observed by all persons while riding on the bus except for ordinary conversation. If the coaches, bus supervisors and/or driver ask student to "tone" the volume of noise down, they will be expected to comply immediately.
4. No songs involving profanity are allowed.
5. Any damage to a bus by any person will be paid for by the person responsible for the damage.
6. No sitting in the aisles is allowed.
7. No pop bottles or cans are allowed on the bus unless approved by the coaches, teachers and/or drivers in advance.
8. The clothes students wear must be a credit to themselves and to the school.
9. All persons who ride the bus will come home on the bus. Only parent's request in person for students to ride home with them will excuse students from returning on the bus. Permission to ride home with persons other than parents will not be approved. Notes from parents will not be accepted. Permission must be obtained from the coaches and/or sponsors in person. **NO EXCEPTIONS!!!!**
10. The coaches and bus supervisors will be in charge of all bus loading and seating.
11. Students who do not wish to comply with the above regulations should not participate in school activities.
12. Parents may pick up students at special stops on a regular route. Bus will not wait and students will be transported to school if parent is not there when the bus arrives.
13. Any athlete, student, team manager, timer, scorekeeper, cheerleader, or pep club member who fails to observe any of the above regulations may be placed in suspension for the next game or even suspension from the team or from his or her responsibilities.

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

**SOUTH CALLAWAY R-II ELEMENTARY POLICIES & STANDARDS
2009-2010**

Elementary Established 1959 Colors: Blue & White Mascot: Bulldog
Elementary Office: 676-5218, Bulldog Hotline: 676-3356 or 1-800-548-9675

ATTENDANCE (JED-AP1)

In accordance with Missouri State Law, every parent or person having charge, control, or custody of a child is responsible for keeping the child in school. Regular school attendance is directly related to success in school. **If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian is to call the building secretary at 676-5218 to explain the reason for absence.** If telephoning is not possible, the student is to return to school with written notification from the parent/guardian stating the reason for the absence and the days missed from school. **No Elementary student should miss more than twenty (20) days of school throughout the year.** To keep you informed, letters will be mailed home when absences reach ten and twenty days. An excessive amount of absences can be grounds for retention and/or a referral to the Division of Family Services for educational neglect. Three tardies equals one day of absence. Three early dismissals equal one day of absence.

ARRIVAL

Children must not arrive before 7:30 am. Supervision begins at 7:30 am. **An Elementary student arriving at school before 7:50 am but no earlier than 7:30 am must report to the Elementary/Middle School Cafeteria. Please enter through the Middle School.**

If your child arrives after the starting time (8:10 am) or leaves before the ending time (2:50 pm) **a parent/guardian must sign him/her in/out in the main office of your child's building.**

Elementary Students will not be allowed to stay after school without adult supervision under any circumstance. If you are picking up your child, it should be at the designated ending time for school or no later than 3:15 pm.

DISMISSAL

Children are expected to remain at school for the entire day unless a note is sent or a phone call is made to the school office. **Students will be called to the office after the parent/guardian signs him/her out in the main office.** Dismissal will be from the office only. Teachers have been instructed not to release children from the classroom, cafeteria, or playground without approval from the office. Only the main door is open during school hours.

BULLDOG HOTLINE

Parents or students may reach the Bulldog Hotline by calling **676-3356** locally or if you are long distance, please call **1-800-548-9675**. School cancellations will always be posted on the hotline. To hear a list of activities/announcements call the hotline.

BULLDOG ALERT

Parent or school patrons may sign-up for this free service on-line at the school website (www.sc.k12.mo.us) and get important information (school closings, early dismissals, selected school event reminders, emergency information, etc.) about the South Callaway R-II School District. This information will be sent as a text message to your cell phone, wireless PDA, or to your computer as an e-mail. This is a free service provided by the generous sponsorship of the Callaway Bank.

INCLEMENT WEATHER

In the event of inclement weather or other unforeseen emergencies, stay tuned to the following public media stations for the most up-to-date information on school cancellations and closings. School closings will also be posted on the Bulldog Hotline as well as the school's website.

KBIA 91.3 – FM
KFAL 900 – AM
KKCA 100.5 – FM
KWWR 96 – FM
KWOS 1240 – AM
KOMU – TV 8

KTXV 107 – FM
KCLR 99 – FM
KLIK 950 – AM
KJMO 100.1 – FM
KRCG- TV 13

Please make prior arrangements for your child on early dismissal days and for emergencies. Homeroom teachers will be sending a form home to be filled out and kept on file at school. It is up to the parents to keep the emergency dismissal information (located on the blue form completed at the beginning of each school year) current. The office can not call you to verify the accuracy of this information.

SURVEILLANCE

South Callaway buses and South Callaway Elementary hallways and entrances are equipped with video cameras. Due to student confidentiality issues, parents are not allowed to view these tapes.

POWERSCHOOL

Keep up-to-date on your student's information with PowerSchool, a student information system that allows parents and students to access school information, such as grades and attendance, via the internet from any computer. PowerSchool can be accessed from our district website, www.sc.k12.mo.us. Parents must obtain login and password information for their child by contacting the Elementary School office.

INTERNET ACCESS

All of the buildings in our school district are wired to provide each classroom access to a district network which includes Internet access. The purpose of South Callaway's Internet access is to support and enhance learning and teaching by providing students with the tools necessary to participate in educational activities. Acceptable uses of the Internet are activities resulting from specific tasks and assignments which support learning and teaching. Unacceptable uses are those which violate the rights to privacy of others; violates copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files, messages or pictures that are profane, obscene, or that use language that is offensive or degrading to others. Misuse of the Internet access may result in losing user privileges, suspension or other disciplinary actions as determined by building administrators. All students will be provided access to the Internet unless the school is notified in writing by parents/guardians stating other instructions.

ENTRANCE REQUIREMENTS

All students entering South Callaway must have the following on file with the school office:

- * birth certificate
- * social security card
- * immunization record
- * 2 proofs of residency
- * legal documentation of custody if living with anyone other than the natural mother **AND** father
(See Student Dismissal Precautions)

STUDENT DISMISSAL PRECAUTIONS (FILE JED)

In the case of children with divorced/separated parents, the district will release a student to the parent whose address has been designated as the address for educational purposes by order of the court without contacting the other parent or, if no court order concerning custody is on file, then to either parent. If a court order is on file, and it provides that a parent has joint legal custody, but that parent's address has not been designated as the child's address for educational purposes, that parent may collect the child from school during the school day.

In such a case, when no verifiable notice of the early removal from school is received from the educational-purposes residential parent, the district will make a reasonable attempt to notify the other parent by telephone for informational purposes only, not permission. The attempt need not be successful, nor must it be repeated if made to the phone number of record for the parent being contacted.

A parent without at least joint custody of a child, as demonstrated by a copy of a valid judgment or other order on file with the district, may not collect the child from school during the school day absent concurrence (written or oral) by the parent with sole legal custody.

CHANGE OF ADDRESS OR PHONE

It is very important that every student maintain up-to-date address and phone record at the school office for administrative and emergency reasons. Notify the school immediately if you have a change in address or phone number during the school year.

PRIVACY OF SCHOOL RECORDS

An eligible student (18 years of age or older) or the parents/guardians of a child under 18 or of an adult who has been found legally incapacitated, will have access to the student's records under administrative supervision during those times the school is normally in session, unless arrangements for another time have been made in writing. The eligible student or parents/guardians have the unique right to inspect the academic record and are entitled to an explanation of any information contained in that record. School officials are obliged to define or interpret, but not necessarily justify or defend material contained in student records. Examination of the record will be permitted under conditions which will prevent its alteration or mutilation.

If the eligible student or parent/guardians are in disagreement with the data on the student's record, they may challenge the information by following the appeals procedures outlined in Item E of this regulation. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will ensure that such use will be limited to specific needs for providing the student with educational services.

RELEASE OF DIRECTORY INFORMATION

Student's name; electronic mail address; grade level; enrollment status (e.g. full-time or part-time); participation in officially recognized extracurricular activities, including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams; dates of attendance; diplomas, honors and awards received; photographs, including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy and other similar information. **The district may disclose any of those items without prior written consent, unless notified to the contrary in writing by parent or eligible student within the first two weeks of enrollment.**

SCHOOL LUNCH/BREAKFAST PROGRAM

The cafeteria will open at 7:50 am until 8:10 am for students to obtain breakfast and/or milk. **If you do not want your child to eat breakfast, please inform the office.**

Nutritional hot lunches may be purchased daily, weekly, or monthly. Students will turn in their money to their classroom teacher. It should be in an envelope with the child's name, teacher, date, and amount written on the outside.

Applications for free or reduced price meals are sent home at the beginning of each school year. They can also be obtained at any time throughout the school year from the main office. You are encouraged to apply if you meet the criteria. This information is confidential.

Prices* are as follows:

LUNCH: \$ 1.75

REDUCED \$.40

BREAKFAST \$ 1.15

REDUCED \$.30

EXTRA MILK \$.30

*Students receiving free/reduced lunches have to pay .30 for extra milks.

* Prices subject to change.

Charging meals is not allowed except in emergency situations. Any student having a negative balance of \$5.00 or more will be served a peanut butter sandwich and milk until the balance is paid. Notes will be sent home on Fridays for any student reaching a \$10.00 balance or less.

Please do not send cans or bottles of soda in your child's lunch. Please do not send items that need to be warmed or heated.

BIRTHDAY TREATS AND INVITATIONS

Students are more than welcome to bring treats to celebrate their birthday. Please try to provide a treat that is healthy and low in sugar. If the individual's birthday falls during the summer, he/she may celebrate a half birthday or pick another day to bring treats. **Birthday party invitations should not be handed out at school unless every student in the class is invited. The office will not provide lists of names or addresses or phone numbers.**

VISITORS

We encourage you to visit your child's school and classroom, however, please make prior arrangements with the school office and your child's teacher before arriving. This will be much appreciated. All visitors are required to sign in at the office upon arrival and wear a Visitor's Badge to ensure the safety of all students.

BUS TRANSPORTATION

Students are to ride ONLY the bus to which they are assigned. EXCEPTION-students may receive a Bus Pass to ride a different bus ONLY in an emergency (hospitalization, death in the family, severe illness). Approval must come from the building principal or the Director of Transportation. Organized group activities (not school related such as birthday parties, sleepovers, etc.) will not be allowed to use school bus transportation to transport to meeting places before or after school. Drivers have the authority to assign seats to students to assist in maintaining a safe environment.

SMOKING AND USE OF TOBACCO

State law prohibits smoking, or other use of tobacco products, in any classroom or student occupant elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes including field trips.

PARTICIPATION IN SCHOOL RELATED ACTIVITIES

In order to participate in a school related activity, which includes, but is not limited to concerts, sporting events, and field trips, the student must be present at school and attend the event with their class on that particular day. Any student that is ill with fever, vomiting, etc. should not participate in planned events.

HOMEWORK

All homework is expected to be completed by the scheduled time. Students absent from school will have one day for each day missed to complete each assignment. Any test missed will be made up on the day the student returns, if the student was present on the day the test notification was given. Make-up tests may be either the same test given or a substitute test, if the instructor wishes. If the student was absent on the day of notification, the instructor will notify the student as to the last day on which the student can make up the test for full credit.

Any student who has missing/late assignments will not be dismissed from class to attend or participate in any activity such as music, athletics, field trips, intramurals, etc. where absenteeism from class may be granted. Students who are suspended from any class for any of the above reasons shall remain ineligible for any dismissal from class until such time as he/she becomes a student in good standing in all classes.

PERFECT ATTENDANCE

Students maintaining perfect attendance throughout the school year will be honored, along with their parents, at a banquet in the spring. **A student cannot miss any MINUTES during the school day and still qualify.**

TARDINESS

Any student arriving at school after the official starting time of 8:10 am must report to the office with their parent/guardian to sign in. Each minute missed from school accumulates and effects total attendance.

CLASS PLACEMENT

We at South Callaway truly feel we have the very best teachers to serve your child's needs. Therefore, suggestions are strongly discouraged. However, if a suggestion is desired, it **MUST** be approved by the administrator. Even when a suggestion is considered it will not be a guaranteed placement. Forms are available in the school office on April 1 and should be completed by **May 1**. No late suggestions will be accepted. No class placement will be accepted for fifth grade.

RETENTION POLICY

Retention may be considered when, in the judgment of the professional staff, it is in the best interest of the student involved. Criteria may include, but not limited to, social and/or emotional maturity, absenteeism, and test scores that indicate the student is one or more

years below grade level in the academic areas of reading and math. Refer to Board Policy File IL-AP. Parents will receive prior notification and explanation. However, the final decision will rest with the school administration.

REPORT CARDS

A report card charting the student's progress will be issued at the end of each nine-week period.

STUDENTS OF THE MONTH

Students will be selected monthly to be named South Callaway R-II Student s of the Month. The program will begin in September and be coordinated by the principal. Classroom teachers will be responsible for selecting the student(s) chosen from their rooms.

ACCIDENTS/INJURIES

If an injury occurs at school, a nurse is contacted immediately. The parent is contacted next if necessary. If the parent cannot be reached, the child will be taken to the facility specified on the emergency procedure card.

STUDENT HEALTH SERVICES

Health services are provided to students by a registered nurse and a licensed practical nurse. Students and parents are requested to inform the school of any health conditions upon enrollment or as conditions change thereafter. State law requires **complete** immunization records for each student enrolled. Students who fail to meet the immunization requirements must be **excluded** from school. Students who are new to the district must meet all requirements by the State Health Department before they can finish enrollment.

MEDICATIONS

It is required that parents/guardians call the school if their children require medication at school. **Students must bring the medication to the health office upon arrival or parents may bring the medication in person. Medications must be in the original container and a note with the following information must be included: (1) reason medication is being given; (2) amount of medicine being sent; (3) time to be administered; and (4) written permission to give the medication.**

STUDENT ILLNESS

Students need to remain home from school for , or may be sent home because of the following:

- **FEVER** of 100 degrees or higher- student must remain home until the child has been fever-free for 24 hours.
- **DRAINAGE** from red eyes- checked by a doctor for pink eye.
- **SORES** around mouth and nose that look infected- checked by a doctor for impetigo.
- **RASH** – student must check with school nurse upon arrival at school, or call nurse's office.
- **CHICKENPOX** – child must remain home until no new blisters appear and all blisters have a dry scab.
- **SORE THROAT, COLD SYMPTOMS** – if the student feels well enough to participate in class, students are welcome. Please teach your student the importance of covering the mouth, using Kleenex , and washing hands.
- **VOMITING** or diarrhea- the student must be free from symptoms for 24 hours before returning to school. Students need to be on any prescribed **antibiotic** for a full 24 hours before returning to school.

STUDENT INSURANCE PROGRAM

The Board of Education recommends that all students have accident insurance for both their own and their parent's/guardian's protection. Participation in the group plan is optional. Parents/guardians and students will deal directly with insurance carrier.

HEAD LICE

Monthly check of students in grades K-6 is made by the nurses. Be sure you notify the nurse at school when you find lice in your child's hair. The nurse will check all other students in your student's room and other contacts as a "routine" monthly check (even if it is a little early). The privacy of the child is of the utmost importance and under no circumstance do we divulge the names of the students involved. If lice are discovered in your student's hair, we will let you know immediately. We will ask you to pick up your student and will give you instructions as to the removal of the lice. In special circumstances or if more than one case is discovered, all parents of students involved will be notified. Your student will be readmitted to school after you have treated and successfully removed all lice and eggs. At this time your child will also be allowed to ride the bus again. The nurse will check your student daily, as needed, until all eggs are removed. For the protection of the student, we will be discreet.

BARB HEDRICK ELEMENTARY CITIZENSHIP AWARD

Given to one boy and one girl in the fifth grade who have consistently maintained or shown a positive attitude toward classmates and school and have possessed strength of character and the courage to do what is right. The recipients will each be awarded a \$50.00 savings bond.

100% CLUB

Students third-fifth grades who turn in 100% of their assignments/homework as directed by their teacher's guidelines shall have their names displayed each quarter on the 100% Club Wall. Students who achieve all months of 100% club are recognized at the end of the year awards assembly.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

To be eligible for this award, fourth grade students must earn a grade point average of 90 on a 100 point scale or (an A- on a letter scale or a 3.5 on a 4.0 scale). In addition, they must achieve an advanced or proficient score in math or reading on the MAP tests.

PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT

This award recognizes fourth grade students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects. It is meant to encourage and reward students who work hard and have excellent school records.

