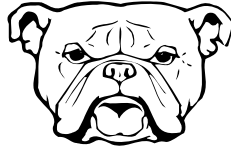


**GRANDVIEW MIDDLE SCHOOL**  
**12650 Manchester**  
**Grandview, MO 64030**  
**Office (816) 316-5600 Fax (816) 316-5699**



**Jennifer A. Price**  
 Interim Principal

**Marcellena L. Gore**     **Tim Moore**  
 Assistant Principal     Assistant Principal

**LaDonna Williams-Hunt**  
 Instructional Coach

**DAILY BELL SCHEDULE**

<b>1<sup>ST</sup> HOUR</b>	<b>2<sup>ND</sup> HOUR</b>	<b>3<sup>RD</sup> HOUR</b>	<b>4<sup>TH</sup> HOUR</b>	<b>5<sup>TH</sup> HOUR</b>	<b>6<sup>TH</sup> HOUR</b>	<b>7<sup>TH</sup> HOUR</b>
6 <sup>th</sup> & 7 <sup>th</sup> 8:15-9:19	6 <sup>th</sup> & 7 <sup>th</sup> 9:22-10:12	6 <sup>th</sup> & 7 <sup>th</sup> 10:16-11:06	6 <sup>th</sup> & 7 <sup>th</sup> 11:10-12:25	6 <sup>th</sup> & 7 <sup>th</sup> 12:28-1:18	6 <sup>th</sup> & 7 <sup>th</sup> 1:21-2:11	6 <sup>th</sup> & 7 <sup>th</sup> 2:15-3:05
8 <sup>th</sup> 8:15-9:15	8 <sup>th</sup> 9:19-10:09	8 <sup>th</sup> 10:12-11:27	8 <sup>th</sup> 11:31-12:21	8 <sup>th</sup> 12:25-1:15	8 <sup>th</sup> 1:18-2:08	8 <sup>th</sup> 2:11-3:05

**FRIDAY ADVISORY SCHEDULE**

<b>ADVISORY</b>	<b>1<sup>ST</sup> HOUR</b>	<b>2<sup>ND</sup> HOUR</b>	<b>3<sup>RD</sup> HOUR</b>	<b>4<sup>TH</sup> HOUR</b>	<b>5<sup>TH</sup> HOUR</b>	<b>6<sup>TH</sup> HOUR</b>	<b>7<sup>TH</sup> HOUR</b>
6 <sup>th</sup> & 7 <sup>th</sup> 8:15-8:34	6 <sup>th</sup> & 7 <sup>th</sup> 8:38-9:28	6 <sup>th</sup> & 7 <sup>th</sup> 9:31-10:18	6 <sup>th</sup> & 7 <sup>th</sup> 10:22-11:10	6 <sup>th</sup> & 7 <sup>th</sup> 11:14-12:26	6 <sup>th</sup> & 7 <sup>th</sup> 12:29-1:19	6 <sup>th</sup> & 7 <sup>th</sup> 1:22-2:11	6 <sup>th</sup> and 7 <sup>th</sup> 2:15-3:05
8 <sup>th</sup> 8:15-8:34	8 <sup>th</sup> 8:38-9:24	8 <sup>th</sup> 9:28-10:14	8 <sup>th</sup> 10:17-11:30	8 <sup>th</sup> 11:34-12:22	8 <sup>th</sup> 12:26-1:15	8 <sup>th</sup> 1:19-2:08	8 <sup>th</sup> 2:11-3:05

**NOTICE OF NON-DISCRIMINATION**

The Grandview C-4 School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities or in employment, and provide equal access to the boys scouts and other designated youth groups.

Assistant Superintendent for Human Resources  
 Grandview C-4 School District  
 13015 10<sup>th</sup> St.  
 Grandview, Mo 64030

*Dear Students,*

*Welcome to your future! Grandview Middle School, home of the “Bulldogs”, is a place where teachers, students, parents, and the community work collaboratively to meet the needs of all students.*

*The information enclosed in this handbook has been developed to assist students and parents/guardians to become familiar with the facilities, activities, and guidelines concerning Grandview Middle School. The main purpose of this handbook is to help students keep track of daily assignments and to aid in overall organization. This handbook is also a way for parents to keep track of what their student is doing and learning in the classroom.*

*Please retain this handbook for future reference regarding school rules and regulations. The procedures listed in this handbook are not all inclusive as each teacher/team may have rules specific to their classroom/team. Those items not covered specifically in the handbook will be judged by the administration after consideration of all facts.*

*Our hope for students is that they leave GMS more successful and more prepared for high school and life than when they arrived. This hope is realized when dedicated teachers and staff, concerned parents, and conscientious students work together toward a common goal.*

*Wishing You the Best during the 2011-2012 School Year.*

*The Administrative Team,*

***Jennifer A. Price, Interim Principal***

***Marcellena L. Gore, Assistant Principal***

***Tim Moore, Assistant Principal***

**CENTRAL OFFICE**

13015 10<sup>th</sup> Street  
Grandview, MO 64030  
Phone (816) 316-5000  
Fax (816) 316-5050

Dr. Ralph Teran, Superintendent of Schools

Ms. Lisa Walker, Assistant Superintendent  
Curriculum and Instruction

Ms. Susan Kirkpatrick, Assistant Superintendent  
Human Resources

Ms. Anne Marie Cook, Assistant Superintendent  
Operations & Finance

**BOARD OF EDUCATION**

Ms. Rachel Casey, President  
Ms. Cindy Bastian, Vice President  
Mr. Bob Stewart, Treasurer  
Ms. Kathy Meyer, Secretary  
Mr. Paul Alexander, Member  
Ms. Ann Fisher, Member  
Mr. Donald Fisher, Member  
Ms. Barbara Polette, Member

**ADMINISTRATIVE SUPPORT STAFF**

Mr. Chuck Cornforth  
Director of Transportation  
13208 Park Hill Drive (816) 316-5175  
  
Mr. Charles King  
Lead Maintenance Tech  
2480 High Grove Road (816) 316-5925

**GMS ADMINISTRATORS**

Ms. Jennifer Price, Interim Principal  
Ms. Marcellena Gore, Assistant Principal  
Tim Moore, Assistant Principal

**GMS PROFESSIONAL SUPPORT STAFF**

<u>Secretaries</u>	<u>Paraprofessionals</u>
Ms. Shelly Ephland	Ms. Bertha Allen – SPED
Ms. Vacinta Oliver	Ms. Donna Carr – SPED
Ms. Linda Maloney	Ms. Rose Youngs - SPED
Ms. Penny Sersch	Ms. Angela Witherspoon - Library
Ms. Cindy Galbraith	Ms. Mary Jo Miller- Health Room

Custodians

Mr. Mike Winkley-Head  
Mr. Eddie Cunningham  
Mr. Ben Farmer  
Mr. John Houtz

Food Service

Ms. Darlene Robinson  
Ms. Tracy Delany  
Ms. Vanessa Harris  
Ms. Donna Schutz  
Ms. Barbara Wolfe

Community Resources:

Mr. Joe Gooding- ReDiscover  
Ms. Sandy Hill – Rose Brooks

Student Resource Officer

Officer Doug Thacker

**GMS INSTRUCTIONAL TEAMS**

**6<sup>th</sup> Grade**

Mr. Gary Carl	Ms. Cathy Coop	Ms. Cynthia Godwin
Ms. Gari James	Mr. Steven Riemer	Ms. Theresa Riggs
Ms. Melissa Wyatt	Ms. Monique Bankhead	

**7<sup>th</sup> Grade**

Ms. Dru Ball	Ms. Beatrice Blocks	Ms. Stacy Avery
Ms. Leslie Goodwin	Mr. Ryan Rusinko	Ms. Kathryn Nichols
Ms. Krystal Vance	Ms. Carmelitta Burt	

**8<sup>th</sup> Grade**

Ms. Quinci Dacus	Ms. Shannon Moon	Ms. Jamie Russell
Ms. DeeAnn Moore	Mr. Lonnie Anthony	Ms. Keishya Dickerson
Ms. Hannah Reynolds	Ms. Phyllis Wiggins-Horne	

**Special Services**

Ms. Kay Dudley, Process Coordinator  
  
Ms. Jennifer Masden Ms. Sandy Runyan Ms. Tracy Nooner  
Ms. Sally Neumann

**Encore**

ELL	Ms. Cecilia Williams - Knowles
FACS	Ms. Deanna Schultz
Art	Ms. Lorena Howell
Instrumental Music	Mr. Charles Jakes Mr. Stephen Sampsell Mr. Danny Watring
Vocal Music	Mr. Jonathan Bokay
Computer Applications	Ms. Tynisha Andrews
Physical Education/ Health	Mr. David Devaney Ms. Kyla Serrano
Read 180	Ms. Octavia Curtis
GTT	Mr. John Jackson
Librarian	Ms. Claudia Kimrey
Occupational Therapist	Ms. Monica Oliver
ISS	Ms. Marva Bell

**Counselors**

Ms. Edwina Driver Mr. Travis Stevens

**Instructional Coach**

LaDonna Williams – Hunt

**GRANDVIEW MIDDLE SCHOOL  
2011-2012 SCHOOL YEAR**

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August 10	6 <sup>th</sup> Grade Transition – Half Day
August 11	First Day of School
August 18	6 <sup>th</sup> Grade Mixer 3:30 – 5:00 PM
August 19	7 <sup>th</sup> and 8 <sup>th</sup> Grade Mixer 3:30 – 5:00 PM
August 25	Back to School Night / Open House Picnic 6:00 – 6:45 Meeting in Gymnasium 6:45 Meet the Teams 7:00
September 5	Labor Day (No School)
September 8	Football @ Campbell Middle 4:30 PM
September 12	Volleyball (Home GMS) vs. Ray-Pec MS 4:00 PM
September 13	Football @ Ray-Central 4:30 PM
September 13	School Pictures
September 14	Half Day for Students / District PLC
September 15	Volleyball @ Raytown MS 4:30 PM
September 16	Interim Reports Mailed
September 19	Volleyball @ Summit Lakes MS 4:30 PM
September 20	Football @ Center MS 4:30 PM
September 22	Volleyball (Home GMS) @ Center MS 4:30 PM
September 26	Volleyball (Home MCMS) Raytown South MS 4:30
September 27	Football (Home GMS) vs. Ray-Pec MS 4:00 PM
September 30	No School for Students / District C&I
October 3	Volleyball (Home MCMS) vs. Hickman Mills Jr. 4:30 PM
October 4	Football (Home GMS) vs. Hickman Mills Jr. 4:30 PM
October 5	Volleyball @ Pembroke 4:30 PM
October 6	Volleyball @ Bridger MS 4:30 PM
October 10	Volleyball (Home MCMS) vs. University Academy 4:30 PM
October 11	Football (Home GMS) vs. Yeokum MS 4:00 PM
October 12	Half Day for Students / District PLC
October 13	Volleyball @ Yeokum MS 4:00 PM
October 14	First Quarter Ends
October 17-21	Teen Read Week
October 26	Parent Teacher Conferences 4-7 PM
October 27	Half Day for Students / Parent Teacher Conferences 12:30-7:30 PM
October 28	No School
October 31-November 4	Spirit Week
November 9	Half Day for Students / District PLC
November 10	Picture Re-Takes
November 22	Interim Reports Mailed
November 22	Wrestling @ Osage Trail MS 4:00
November 23	Interim Reports Mailed
November 23-25	Thanksgiving Break / No School
November 28	Wrestling @ Hickman Mills Jr. 4:00 PM
November 29	Boys Basketball (Home MCMS) vs. University Academy 4:00 PM
November 29	Girls Basketball @ University Academy 4:30 PM
November 30	Wrestling (Home GHS) 5:00 PM
December 1	Boys Basketball @ Raytown Central MS 4:30 PM
December 1	Girls Basketball (Home GMS) vs. Raytown Central MS 4:00 PM
December 3	Wrestling @ Liberty Jr. High TBA
December 5	Wrestling @ Harrisonville MS 5:00 PM
December 5	Boys Basketball @ Liberty “A” Tournament TBA
December 5	Boys Basketball @ Hickman Mills “B” Tournament TBA
December 5	Girls Basketball @ Hickman Mills “B” Tournament TBA
December 6	Boys Basketball @ Liberty “A” Tournament TBA
December 6	Boys Basketball @ Hickman Mills “B” Tournament TBA
December 6	Girls Basketball @ Hickman Mills “B” Tournament TBA
December 7	Wrestling @ Bridger MS 4:00 PM
December 7	Boys Basketball @ Liberty “A” Tournament TBA
December 7	Boys Basketball @ Hickman Mills “B” Tournament TBA
December 7	Girls Basketball @ Hickman Mills “B” Tournament TBA

December 8	Instrumental Concert 7:00 PM
December 8	Boys Basketball @ Liberty "A" Tournament TBA
December 8	Boys Basketball @ Hickman Mills "B" Tournament TBA
December 8	Girls Basketball @ Hickman Mills "B" Tournament TBA
December 9	Boys Basketball @ Liberty "A" Tournament TBA
December 9	Boys Basketball @ Hickman Mills "B" Tournament TBA
December 9	Girls Basketball @ Hickman Mills "B" Tournament TBA
December 10	Wrestling @ Ray-Pec TBA
December 13	Boys Basketball @ Antioch MS 4:30 PM
December 13	Girls Basketball (Home MCMS) vs. Antioch MS 4:30 PM
December 14	Half Day for Students / District PLC
December 15	Boys Basketball @ Maple Park 4:30 PM
December 15	Girls Basketball (Home GMS) vs. Maple Park 4:00 PM
December 16	All School Mixer 3:30 – 5:00 PM
December 19	Boys Basketball @ Hickman Mills Jr. 4:30 PM
December 19	Girls Basketball (Home MCMS) vs. Hickman Mills Jr. 4:30 PM
December 20	First Semester Ends
December 21-January 3	Winter Holiday
January 4	Second Semester Begins / Students Return from Winter Break
January 5	Boys Basketball (Home GMS) vs. Ray-Pec MS 4:00 PM
January 5	Girls Basketball @ Ray-Pec MS 4:30 PM
January 6	Grade Cards Mailed
January 10	Boys Basketball (Home GMS) vs. Center MS 4:00 PM
January 10	Girls Basketball @ Center MS 4:30 PM
January 11	Half Day for Students / District PLC
January 12	Boys Basketball @ Delta Woods MS 4:30 PM
January 12	Girls Basketball (Home MCMS) vs. Delta Woods MS 4:30 PM
January 16	Martin Luther King Day / No School
January 17	No School for Students / District C&I
January 17	Boys Basketball (Home MCMS) vs. Campbell MS 4:30 PM
January 17	Girls Basketball @ Campbell MS 4:30 PM
January 19	Geography Bee
January 19	Boys Basketball @ Yeokum MS 4:30 PM
January 19	Girls Basketball (Home GMS) vs. Yeokum MS 4:00 PM
January 23	Boys Basketball / Girls Basketball "A" and "B" KC Metro Tournament TBA
January 24	Boys Basketball / Girls Basketball "A" and "B" KC Metro Tournament TBA
January 25	Boys Basketball / Girls Basketball "A" and "B" KC Metro Tournament TBA
January 26	Boys Basketball / Girls Basketball "A" and "B" KC Metro Tournament TBA
February 2	Spelling Bee 1:30 PM
February 8	Half Day for Students / District PLC
February 10	Interim Reports Mailed
February 20	No School / Presidents Day
March 5-9	Teen Tech Week
March 13	Instrumental Band Concert 7 PM
March 14	Half Day for Students / District PLC
March 16	Third Quarter Ends
March 19-23	Spring Break / No School
March 28	Grade Cards Mailed
March 29	NJHS Induction Ceremony 7PM
April 6	No School
April 9-13	National Library Week
April 25	Half Day for Students / District PLC
April 26	Interim Reports Mailed
April 27	All School Mixer 1:30-3:30
April 28	Grandview Elementary Track Meet
May 8	Instrumental Band Concert 7PM
May 9	Half Day for Students / District PLC
May 22*	Talent Show 1:30 – 3:00
May 23*	8 <sup>th</sup> Grade Promotion Celebration 9:00-10:30
May 24*	Last Day for Students – Early Dismissal
June 1	Grade Cards Mailed

\* Dates pending actual last day of school

## **MISSION STATEMENT**

Through collaboration we will use data to shape instruction, establish interventions and to ensure proficiency and advancement for all students.

## **VISION STATEMENT**

Grandview Middle School staff, families and community will collaborate to ensure each student reaches proficiency and advancement according to district, state, and national standards.

## **INDIVIDUAL ACCOUNTABILITY AND RESPONSIBILITY**

We believe that everyone has the responsibility to conduct him/herself in a manner that meets established academic and behavioral expectations.

## **SCHOOL CLIMATE**

We believe in a safe, secure learning environment that promotes respect, acceptance and cooperation.

## **LEARNER-CENTERED APPROACH**

We believe that our students are in transition from childhood to adulthood.

- We believe that all decisions must serve students emotional, social, physical and intellectual development.

## **CURRICULUM AND INSTRUCTION**

We believe that students learn best when exposed to a variety of instructional methods that accommodate unique styles of learning.

- We believe that a balanced curriculum for adolescents provides the opportunity for students to explore a wide variety of learning experiences.
- We believe that these learning experiences should provide students with connections between academic topics and adolescent issues.

## **FAMILY INVOLVEMENT**

We believe that positive interactions with family greatly influence the success of each student.

## **MIDDLE SCHOOL OFFICE HOURS**

The office is the administrative center of the school and all functions and activities must be sanctioned by this office in order to eliminate or minimize conflicts and to operate smoothly.

The office will be open from 7:30 A.M. to 3:30 P.M. Monday through Friday.

## **SCHOOL VISITORS**

All visitors must register in the office upon entering the school building.

All classroom visitations must be authorized by the building principal.

Visitors will be given an office pass and escorted to the classroom by a staff member.

## **EMERGENCY AND INCLEMENT WEATHER PROCEDURES**

Each year there are occasions when it becomes necessary to delay the opening of schools, conduct early dismissals, or close schools due to emergencies or weather.

Announcements of delayed openings, early dismissal or school closings will be broadcast over the area television and radio stations. Please do not call the school.

## **WITHDRAWAL**

To withdraw from school, a parent must contact the main office to complete withdrawal procedures. A clearance form will be given to the student to be signed by all of his/her teachers and the office. These signatures indicate that a student is cleared with reference to textbooks, library books, and any other school equipment that might have been in his/her possession.

## **LOCKERS**

Students will be assigned a locker for their use. Each locker must be kept locked and clean at all times. Students should not give out the combination or put books or personal belongings in anyone else's locker. If a locker is not working properly it should be reported to the office, so it can be repaired.

Students will be allowed to go to lockers before and after school, as well as between classes.

School lockers and desks are school property loaned to students for their convenience. School authorities may search lockers or desks if they deem it necessary. School authorities acting "in loco parentis," are charged with the safety of all students under their care and supervision. Any illegal materials will be seized. Such materials may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

## **METAL DETECTORS**

Students should be aware that hand-held metal detectors are available for use by the administration. When it becomes necessary to use detectors, they may be used in three different ways.

1. *On an individual basis*—if there is reasonable cause to believe that a particular student has a weapon.
2. *Continuous*—when it is necessary to screen all students within or entering the building.
3. *Random*—when it is feasible to screen a statistical sample of the student body. Each student in the school has equal probability of being included in the sample.

**NON - SCHOOL EQUIPMENT**

Any object not necessary to the instructional program at Grandview Middle School must be left at home or checked into the office. Items such as cameras, compact disc players, radios, video games, pagers, cellular phones, Ipods, MP3s, etc. fall into this category. If the item is not checked into the office it will be confiscated and returned to parents only. Any type of chains such as those used to hold wallets or watches are not permitted on school grounds.

**LOST OR STOLEN PROPERTY**

The C-4 District is not responsible for lost or stolen personal property.

**ACTIVITIES**

There are many enjoyable, interesting and worthwhile activities available to students who wish to become involved. We strongly urge everyone to select some extracurricular pursuit.

<u>Grade</u>	<u>Activity</u>
<b>6, 7, 8</b>	<b>Instrumental Music</b>
<b>6, 7, 8</b>	<b>Vocal Music</b>
<b>6, 7, 8</b>	<b>Student Council</b>
<b>6, 7, 8</b>	<b>After School Academic Success</b>
<b>6, 7, 8</b>	<b>Honor Society</b>

The mission of the Middle School Activities Program is to encourage appropriate behavior, develop positive self concept, provide age-appropriate learning opportunities, and promote a concept of wholesome values through a variety of activities involving as many students as possible. The purpose of these activities is to promote the participation of all students and to help them accept others regardless of skill level.

**NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

NJHS is an organization that recognizes and encourages academic achievement while developing other characteristics of the middle school student. Scholarship, character, service, leadership, and citizenship are emphasized.

**STUDENT COUNCIL**

The Student Council gives students an experience in school government. Student Council is the voice of the

student body. Council representatives are elected and responsible to:

1. Bring comments and questions before the Council.
2. Keep the student body informed of Council activities and decisions.
3. Model good school citizenship.

**ATHLETIC ELIGIBILITY**

**Students who have participated in an after school athletic program are required to return their uniforms and any other school equipment with-in five school days after the season has ended. Students who have not returned these items will not be allowed to participate in another sport until these items have been returned or paid for.**

To be eligible to participate in middle school athletics a student must meet the following criteria:

1. Receive no more than 1 failing grade the previous semester.
2. Have a physical examination on file in the District Athletic office.
3. Have parental permission and proof of insurance on file in the District Athletic Office.

A student who is suspended (OSS or ISS) may not participate in any athletic or after school events during the period of the suspension. (If serving ISS you may participate in practice.)

<u>8<sup>th</sup> grade</u>		
Football	Boys' Basketball	Track
Wrestling	Girls' Basketball	
Cheerleading	Girls' Volleyball	
<u>7<sup>th</sup> grade</u>		
Track	Wrestling	

**PHYSICAL EDUCATION**

Gym clothes are required for physical education classes. Gym clothes may be purchased from the school (\$17 per uniform or \$11 for shorts and \$8 for shirt). Students are only allowed to wear shoes with non-marking soles. All items of clothing worn in classes must be properly marked with student's name. Clothing must be laundered at least once a week. Teachers will notify parent/guardian when students fail to dress out for class.

Each student is expected to participate in all activities unless he/she is excused by a doctor. Students not able to perform the more strenuous activities will be assigned other class activities. No grades are given for any activity from which the student is excused for medical reasons over an extended period of time.

**Excuses:** To be excused from physical education, a note from the student's parent/guardian is required, stating the reason for the request. If the excuse is for more than two (2) consecutive days, a doctor's excuse is required.

## **SCHOOL PICTURES**

Individual school pictures are taken each year. Students will be notified in advance when pictures will be taken.

## **CHANGE OF ADDRESS**

Please inform our office as soon as possible in the event of address or telephone number changes for your home or your parents/guardians' place of work. This keeps the information current on our address mailing and is also important so parents/guardians may be contacted in the event of an emergency.

## **DISMISSAL PRECAUTIONS AND RELEASE OF CHILDREN**

The Grandview C-4 School District is legally responsible for the safety of its students during the school day.

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal.

In keeping with these precautions, the following procedures will be adhered to:

- The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be identified as the student's parent or guardian.
- Children will be released to either biological parent unless a court order indicates otherwise.
- Students will only be released to a person whose name is listed on the enrollment card unless a call or letter has been received from the parent or guardian. School personnel will verify identity of parent or guardian before verbal permission to release student to someone not listed on the enrollment card can occur.
- Parents shall provide information concerning parental rights, including divorce decrees and restraining orders if any. School administration will review court documentation specifying custodial rights and parenting agreements and additional precautions may be taken.

## **Advisory**

Advisory will provide students an opportunity to explore positive role models through a character education based curriculum. Students will develop a sense of belonging

and security, while learning to promote a positive school climate and developing positive character traits.

## **GRADE REPORTS**

The Mid-Quarter and Quarterly Reports notify parents of students' progress. Reports will be mailed home.

## **HONOR ROLL**

To be eligible for the Honor Roll, a student must have a GPA of 3.66 to 4.0 and no grade below C-.

A = 4.000 B = 3.000 C = 2.000 D = 1.000

A- = 3.666 B- = 2.666 C- = 1.666 D- = 0.666

B+ = 3.333 C+ = 2.333 D+ = 1.333 F = 0.000

## **CRISIS, FIRE AND TORNADO DRILLS**

Each classroom has a written description of the evacuation routine for crisis, fire and tornado drills. Students are expected to follow the directions given by the staff, moving quickly and quietly to assigned areas. Students should familiarize themselves with exit routes for the rooms in which they attend classes.

Every student and staff member must recognize seriousness of these drills. Failure to act at the proper moment could mean the difference between life and death. Cooperation and mature action are required at all times.

## **TELEPHONE/CELLULAR PHONES**

A staff member must approve the use of district phones by a student.

The possession and usage, by students, of cellular phones for any reason (making/receiving calls, texting, taking pictures, etc.) are prohibited.

Any cellular phone that is visible to a staff member will be confiscated.

## **BUILDING TRAFFIC**

Please observe the rules listed to avoid confusion.

1. Always walk to the right of the corridor or stairs.
2. There is to be no running in corridor or stairs.
3. Excessive noise and inappropriate behavior is not acceptable.
4. Students are not allowed to walk in large groups in the corridor.

## TEXTBOOKS

All textbooks, workbooks, and basic instructional materials are issued by the school on a loan basis and are to be returned at the end of the school year in as good condition (allowance for normal wear) as when issued.

Any book, equipment, etc. loaned to a student that is not properly returned will be charged to the student's account at replacement or repair cost.

## STUDENT ACCIDENT INSURANCE

The C-4 School District does not carry accident insurance on students in the school district. The cost and administration of providing the insurance would be prohibitive. However, the school provides an application (on an optional basis) to purchase insurance that covers students while at school. Should one choose to purchase this insurance, it is strictly a contract between the family and the insurance company.

These forms will be sent home with students during the first few days of school. If parents choose to take the insurance, mail the application and payment directly to the company.

## MIDDLE SCHOOL HOMEWORK POLICY

Homework is a major component and a vital part of the Middle School Program. It is an extension of the regular daily school program. The goal is to help students develop good homework/study habits through regular homework assignments.

Homework assignments should generally fulfill one or more of the following purposes:

1. Practice to reinforce and/or strengthen skills.
2. Reading of assigned literature or text material.
3. Research activities.
4. Complete long-term projects.
5. Review material covered in class.

**Amount of Homework:** The amount of homework assigned normally increases as the student progresses through school. While it is not feasible to establish rigid time limits, students should expect homework on a daily basis.

**Late Homework:** It is the student's responsibility to see that homework assignments are handed in or are ready to be checked on the due date assigned by the teacher.

## MAKE-UP WORK

Make-up work will be granted for excused absences. It will be the responsibility of the student to contact his/her teachers the day following the absence. Time allotted for make-up work will be the same as the number of days absent.

## RIDING A SCHOOL BUS

Riding the school bus is a privilege extended to students and can be removed at any time for disruptive and unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and must obey his/her requests.

Students riding the bus are expected to go directly from the bus to the building each morning. After school, students are to board the bus without leaving school property.

Failure to observe all rules will result in a referral to the assistant principal's office. If a student cannot comply with the regulations, he/she may be denied the privilege of riding the bus.

## LIBRARY

Students are encouraged to use the library at every opportunity. A librarian is on duty to assist students and staff. Materials available include books, magazines, newspapers and reference materials. Most books may be checked out for two weeks and renewed if necessary. All materials are to be returned to their proper place after each use.

Students are expected to pay for lost, damaged and overdue materials.

## GUIDANCE AND COUNSELING

The purpose of the guidance program is to assist the student in making wise choices concerning both educational and personal development. Any student wishing to see a counselor should make an appointment in the Student Services Center.

## MEDICATION AT SCHOOL

Please be aware that we do not give any medications at school without a prescription/doctor's order – this includes non-prescription medications. Medications need to be brought to the Health Room in the original container by an adult.

## CAFETERIA

Breakfast and lunch are served daily in the school cafeteria. Lunch and/or breakfast may be brought on a daily basis or students may put money on account for future purchases (Breakfast = \$1.50 and Lunch = \$2.10). In order to keep the cafeteria clean and pleasant, the following rules will be observed by all students:

1. Leave top of table clean.
2. Leave floor free of debris, even if left by previous group.
3. Leave chairs upright and under table, unless otherwise directed.
4. Refrain from excessive noise and/or unacceptable conduct. This will not be tolerated and may result in loss of cafeteria privileges.
5. Do not cut in the food line, change seats or tables, or bother another's lunch tray.
6. Leave items purchased during breakfast or lunch in the cafeteria.
7. Wait for your classroom teacher to escort you to and from the cafeteria.
8. Eat only cafeteria food or individual sack lunches in the school cafeteria. No "catered"/delivered food allowed.

## GENERAL SCHOOL REGULATIONS

1. Do not arrive on the school grounds before 7:55 A.M. if walking or coming in a private car.
2. Do not leave the school grounds after arrival in the morning, during lunch period, between any class period or while waiting for a bus, without permission from the office. A written notice or personal contact from a parent/guardian is necessary to receive permission to leave the school grounds.
3. Keep all unnecessary noise to a minimum when changing from one class to another. Do not use hall areas other than those needed in changing rooms.
4. Proceed directly to your next class. Any student who arrives after the bell when getting to his/her next class will be considered tardy.
5. Obey the teachers on hall duty and follow their instruction.
6. Close locker doors without slamming them. Lockers will be inspected periodically as to maintenance and cleanliness.
7. Keep to the right when passing in halls or on the stairs. **NO RUNNING IN HALLS OR ON STAIRS AT ANY TIME.**

8. Do not loiter in the main lobby, halls, restrooms, or any unsupervised area. Any group of more than two students will be asked to move.
9. Walk on the sidewalks at all times when entering or leaving the building. Stay off the lawns and shrubbery areas.
10. Do not throw any objects near the school building or where other students are in danger of being hit. Snowballing is not permitted on school property.
11. Take proper care of all books and school property. Students will be charged for books, lockers, or other materials damaged beyond normal wear. The price of any lost book will be determined by the cost of its replacement. The student responsible for the lost book will be required to pay at the end of the school year.
12. Do not attend after-school extracurricular activities if you have not been in attendance on the day such an event is held.
13. Keep lockers in order and locked at all times. Do not open any locker other than the one assigned.

## SCHOOL DRESS

The primary purpose of these dress guidelines is to ensure a school atmosphere where optimal student learning can take place. With the frequent changes in clothing styles and fashion, the delineation of specific examples of inappropriate school clothing can only serve as a guideline.

Extremes in wearing apparel or personal appearance that the administration feels disrupts the learning process or interferes with the intended function of the school will not be acceptable.

The school may restrict any student from attending classes or school activities when that student's dress, general appearance, and/or conduct creates safety, health, or discipline problems.

### Clothing Guidelines

The following clothing is inappropriate for school and will not be allowed:

1. Headwear including but not limited to hats, bandannas, scarves, hair picks, combs, curlers, shower caps, do-rags, hair nets, berets and hoods (Headwear for religious reasons is permitted.)
2. Sleeveless shirts/dresses which includes tank tops, halter tops and cut-off tops
3. Clothing exposing navels, cleavage, backs and midriffs
4. "Sagging" pants (All pants/shorts must be worn at waist level.)
5. Any clothing with tears or holes

6. Leggings/tights/leotards worn as pants
7. Skirts/dresses/shorts which are more than two (2) inches above the knee
8. House shoes and pajamas
9. Items making reference to profanity, sex, alcohol, tobacco, drugs, racism, obscene gestures or pictures, weapons, gangs, and violence
10. chains, as well as jewelry and/or accessories with spikes, points, or sharp edges
11. Sunglasses
12. Coats, heavy jackets, windbreakers and backpacks worn during the school day

Whenever student attire causes a disruption to the learning process the student will be requested to change to more appropriate attire.

### **SEXUAL HARASSMENT**

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff or any student to harass a staff member or student through conduct or communication of a sexual nature as defined below. Sexual harassment includes, but is not limited to, any unwelcome sexual overtures, requests for sexual favors, or a sexually offensive environment made or maintained by a member of the school staff or by a student. Sexual harassment may include the following:

- Unsolicited or unwelcome verbal comments
- Gestures or physical contact of a sexual nature
- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications, unwelcome touching and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, grades, promotion, salary, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to the building principal, guidance counselor, or other individual designated to receive such complaints.

If such a designated person is the accused, then the complainant may file his or her complaint with that person's supervisor or superior. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status in the district, nor will it affect future grades, promotions, work assignments, etc.

Right to confidentiality, both of the complainant and the accused, will be respected and consistent with the district's legal obligations and with the necessity to investigate allegations of the misconduct which occurred.

A substantiated charge against a staff member shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion.

## **DISCIPLINE GUIDE**

**The discipline and attendance policies of the Grandview Public Schools, while assuring due process for students, foster communication among school personnel, students and parents. Their purpose is to promote a safe and orderly educational atmosphere. Students are expected to attend school regularly, be respectful of other people and their belongings, be respectful and cooperative with school staff members, and cause no disruption to the learning environment. A district-wide discipline policy is enforced and explained to students during the first week of school and periodically throughout the school year.**

### **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this regulation, as allowed by law. 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.

Management of student discipline is most effective when school personnel, parents and students work cooperatively. Communication between all parties is critical. Therefore, all disciplinary actions taken will be accompanied by a principal/parent/student conference (PPSC). Teachers and other staff may be requested to participate in conferences as deemed necessary by the principal. All disciplinary actions will be noted in the student's disciplinary record. Law enforcement officials will be notified consistent with procedures outlined in the Missouri Safe Schools Act.

## **Definitions**

**Suspension** – Suspension refers to both in-school suspension (ISS) and out-of-school suspension (OSS) unless otherwise noted. Students who are suspended (in or out of school) may not attend any school functions held at home or at another school campus/location. Any assignment that would require them to be in attendance outside the normal day (e.g., concerts) must have an alternate assignment provided. Students who are suspended out of school for only one to two (1-2) days will have the ability to make up missed assignments. Work given while a student is suspended will be due no later than two (2) days after the student returns.

**Crossroads** – A program that provides an opportunity for students who have an OSS to make up work. Students who are recommended for Crossroads and who choose to attend will have their out-of-school suspensions changed to in-school suspensions in their records. Students suspended out of school and not attending Crossroads may not make up any work unless otherwise noted in this regulation. Students choosing not to attend Crossroads will have their suspensions recorded as out-of-school suspensions in their records. Students who choose not to attend Crossroads and/or those who receive out-of-school suspensions and are not recommended for Crossroads may make up their work as outlined in procedure JED-API.

Occasionally, Crossroads will be at capacity and unable to accept new students. Students who receive an out-of-school suspension and are recommended for Crossroads during that time will be able to make up assignments.

**Restitution** – Reimbursement/Replacement needed for equipment, furniture, walls, etc., that have been damaged due to a student's actions, whether willful or accidental.

## **Reporting to Law Enforcement**

It is the policy of the Grandview C-4 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 and 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.

## **Student Offenses and Consequences**

The following are descriptions of prohibited conduct as well as potential consequences for violation. 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. At the elementary level, some consequences are divided by primary and intermediate. Primary is defined as Pre K-3; intermediate is defined as grade 4 and above.

**1. 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.

### **Elementary/Middle School/High School**

#### **First Offense:**

No credit for the work, grade reduction, or replacement assignment.

#### **Subsequent Offense:**

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

**2. Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

### **Elementary/Middle School/High School**

#### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action, whether it was willful or accidental will be made if appropriate, PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

#### **3. Assault or Battery of a Staff or Faculty Member** –

Hitting, striking and/or attempting to cause injury to another person; knowingly and/or recklessly causing or attempting to cause physical injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring a staff member. Conduct that meets the definition of fighting, as defined later in this regulation, will be disciplined in accordance with the options provided in the section on fighting. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## Elementary/Middle School/High School

### All Offenses:

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**4. Assault or Battery of a Fellow Student** – Hitting, striking and/or attempting to cause injury to another person; knowingly and/or recklessly causing or attempting to cause physical injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another student. Conduct that meets the definition of fighting, as defined later in this regulation, will be disciplined in accordance with the options provided in the section on fighting. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

### Elementary

#### First Offense:

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-3 days OSS or Crossroads.

#### Second Offense:

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-5 days OSS or Crossroads.

#### Subsequent Offense:

Administrative options include one (1) or any combination of the following consequences: PPSC and 5-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

### Middle/High School

#### First Offense:

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

#### Subsequent Offense:

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

**5. Automobile/Vehicle Misuse** – All student vehicles must be insured and registered with the office prior to the first period of the first day on which they are driven. When the vehicle is registered, a parking permit must be purchased. The permit is to be placed on the vehicle as designated by the school. Motorcycles are considered vehicles and must be registered and display stickers. Students who drive on school property are required to have a valid driver's license, drive in a safe and courteous manner and to observe all traffic regulations while continually being alert for other cars and pedestrians.

Speeds are not to exceed 10 mph on school property and the prescribed traffic and parking patterns must be followed. Students are not to honk horns or make undue disturbances on the parking lot.

Students driving to school should park their cars immediately after arriving on the designated student lot. Cars are to be parked within designated spaces and are not to be parked in a manner which takes more than one designated space. Any student car that is parked in a traffic lane, the faculty lot, a bus loading zone, or other restricted area without proper or visible permit may be towed without warning at the owner's expense and/or other disciplinary action may result. Automobiles parked on the school lot may be searched. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### First Offense:

Administrative options include one (1) or any combination of the following consequences: PPSC and suspension or revocation of parking privileges, detention, 1-5 days ISS, 1-10 days OSS or Crossroads.

#### Subsequent Offense:

Administrative options include one (1) or any combination of the following consequences: PPSC and revocation of parking privileges, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**6. 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, use of electronic technology to harass or intimidate, threats, extortion, theft, damaging property, and exclusion from a peer group. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

### Elementary/Middle/High School

#### First Offense:

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

#### Subsequent Offense:

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

**7. Bus or Transportation Misconduct** – Any offense committed by a student on transportation provided by or through the district shall be disciplined 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. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation. Penalties will be consistent with this regulation and other policies referenced herein.

#### **Elementary/Middle/High School**

##### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention with possible revocation of bus privileges from 1-180 days, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**8. Combination of Repeated Offenses** – Behavior that is continually disruptive to the learning process thus requiring discipline in a combination of categories as outlined in this regulation. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **First - Third Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-5 days OSS or Crossroads.

##### **Subsequent Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS with a possible referral for consideration of a long-term suspension or expulsion.

**9. Dishonesty** – Any act of lying, whether verbal or written, including forgery, cheating and plagiarism. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension. Students cheating or committing plagiarism will receive a zero for that assignment.

**10. Defiance, Insubordination** – Stated or implied intention to not comply with school rules or reasonable requests of a staff member. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school

campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

##### **11. Disrespectful or Disruptive Conduct or Speech**

**(see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise

rude, vulgar, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary**

##### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC, detention, 1-5 days ISS, 1-5 days OSS or Crossroads.

#### **Middle School**

##### **First - Third Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and verbal reprimand, detention, 1-10 days OSS or Crossroads.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 5-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

#### **High School**

##### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 3-10 days ISS, 1-10 days OSS or Crossroads

with a possible referral for consideration of a long-term suspension or expulsion.

**12. Disruptions Caused by Gang-Related Activity or Disruptions by Other Threatening Groups** – As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**13. Disruptive Common Area Behavior** – This category would include conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts the school environment. Common areas include but are not limited to: halls, cafeteria, restrooms, playground, field trips, school grounds, assemblies and parking lots. Examples are horseplay, shouting and yelling and in other ways creating a disturbance. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary**

Each building is to develop a plan that would include the recording/reporting of common area behavior infractions.

**First - Fourth Offenses:**

Administrative options include one (1) or any combination of the following consequences: Reteach/Redirect. Parent notification, detention, 1 day ISS.

**Subsequent Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-5 days ISS, 1-3 days OSS or Crossroads.

**Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**14. Drugs/Alcohol (see Board policies JFCH and JHCD)**

A. Possession of or attendance while under the influence of or soon after consuming any over-the-counter drug, herbal preparation or imitation of the above, unauthorized prescription drug, 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(c) of the Controlled Substances Act. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary**

**All Offenses:**

Situations in this category can result in consequences as minor as a verbal reprimand up to a recommendation to the superintendent for expulsion. The age of the student and the severity of the offense will be considered. In all cases, parents will be notified of the situation. Police will be contacted in accordance with the Missouri Safe Schools Act.

**Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS with possible referral for consideration of a long-term suspension or expulsion. Offenders may receive up to 5 days ISS or Crossroads in lieu of an equal number of days to be suspended out of school if the parents and students agree in writing for the student to undergo a professional evaluation for possible chemical dependence.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

**B.** Sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation of the above, prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances and/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(c) of the Controlled Substances Act. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with referral for consideration of a long-term suspension or expulsion.

**15. Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary – Primary**

**First-Third Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made, detention, 1-3 days ISS, 1-3 days OSS or Crossroads.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made, and 3-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**Elementary – Intermediate**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged

due to student’s action whether it was willful or accidental will be made, 2 days OSS.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**Middle School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made and detention, 1-5 days ISS, 1-10 days OSS or Crossroads.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made with 1-5 days ISS, 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

**High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC with restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**16. Failure to Comply with 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:

- a. The student is under the direct supervision of the student's parent, legal guardian or custodian.

- b. 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.
- c. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
- d. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**All Offenses:**

If a student violates this prohibition, the police will be called and the student may be arrested for trespassing.

**17. False Alarms** – 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. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: Restitution; reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made, PPSC and 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**18. Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**A. Verbal Conflict**

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and Mediation, detention, 1-5 days ISS, 1-5 days OSS or Crossroads.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**B. Physical Conflict**

**Elementary**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-5 days OSS or Crossroads. If fight involves groups of people or it is a gang fight, there will be recommendation for consideration of long-term suspension or expulsion.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 5-10 days OSS or Crossroads. If fight involves groups of people or it is a gang fight, there will be a recommendation for consideration of long-term suspension or expulsion.

**Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 5 days OSS or Crossroads. If fight involves groups of people or it is a gang fight, there will be a recommendation for consideration of long-term suspension or expulsion.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension. If fight involves groups of people or it is a gang fight, there will be a recommendation for consideration of long-term suspension or expulsion.

**19. Fireworks, Chemical Disruption** – Possession or ignition of fireworks or chemicals on school property. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**20. 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 outcomes of activities, assignments, contests and games.

**Elementary**

**First Offense:**

Principal/Student conference, loss of privileges, detention, or ISS.

**Subsequent Offense:**

Principal/Student conference, loss of privileges, detention, ISS, or 1-10 days OSS.

**Middle School/High School**

**First Offense:**

Principal/Student conference, loss of privileges, detention, or ISS.

**Subsequent Offense:**

Principal/Student conference, loss of privileges, detention, ISS, or 1-10 days OSS.

**21. 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. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**22. Inappropriate Use of Technology and/or Property (see Board policies EHB and KKB and procedure EHB-AP)**

– This includes, but is not limited to, inappropriate use of technology (Internet, text messaging, cell phones, or other electronic technology, etc.), phones, school address, videos or music. Inappropriate material will be confiscated.

The use of any C-4 computer is a privilege, not a right. This privilege may be revoked by the administration at any time upon violation of acceptable use. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/ High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made. PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**23. 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.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: Confiscation, PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**24. Miscellaneous Offenses** – In addition to offenses previously stated, disciplinary action may be taken for any general threats to harm or injure others or offenses deemed to constitute conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**25. Public Display of Affection** – Physical contact that is inappropriate for the school setting, including, but not

limited to, kissing and groping. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-5 days ISS, 1-5 days OSS or Crossroads.

**26. Recording** – Use of audio or visual recording equipment in violation of Board policy KKB.

#### **Elementary/Middle/High School**

##### **First Offense:**

Confiscation. Principal/Student conference, detention, or ISS.

##### **Subsequent Offense:**

Confiscation. Principal/student conference, detention, ISS, or 1-10 days OSS.

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

#### **Elementary/Middle/High School**

##### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**28. Sexual Harassment (see Board policy AC)** – Sexual harassment also includes Internet use or other electronic technology to harass or intimidate.

**A. Verbal** – Use of unwelcome verbal, written, digital (use of technology to harass) or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**B. Physical** – Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

**29. 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.

#### **Elementary/Middle/High School**

##### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: Confiscation, PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**30. Theft** – Theft, attempted theft or knowing possession of stolen property. When appropriate, restitution: reimbursement/replacement needed for equipment,

furniture, walls, etc., that have been damaged due to student's action whether it was willful or accidental will be made. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

##### **Second Offense:**

Administrative options include one (1) or any combination of the following consequences: 3-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

**31. Threats or Verbal Assault** – Verbal, written, pictorial, digital (use of electronic technology to harass) or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

##### **32. Tobacco**

**A.** Possession of any tobacco products on school grounds, school transportation or at any school activity. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**B.** Use of any tobacco products on school grounds, school transportation or at any school activity. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: Confiscation of tobacco product, PPSC and detention, 1-5 days ISS.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: Confiscation of tobacco product, PPSC and 1-5 days ISS, 1-10 days OSS or Crossroads.

**33. Truancy (see Board policy JED and procedure JED-API)** – Absence from school or class without the knowledge and consent of parents/guardians and school staff; excessive non-justifiable absences, even with the consent of parents/guardians. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary**

##### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-3 days ISS.

#### **Middle School**

##### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-3 days ISS.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-5 days ISS.

#### **High School**

##### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-3 days ISS.

##### **Second Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-5 days ISS.

##### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-10 days ISS or 3-10 days at Crossroads with possible referral for consideration of a long-term suspension and consideration of alternative placement options.

**34. 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; entering or

assisting any other person to enter buses or the transportation facility the person is not authorized to enter; assisting unauthorized persons to enter a district facility through any entrance. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**35. Unserviced Detention Periods** – This category is defined as unapproved absence from assigned detention hours or the failure to complete principal-assigned corrective tasks. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 2 office detentions, long detention.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-3 days ISS, long detention, 3-5 days OSS or Crossroads.

**36. Unserviced Long Detentions** – This category is defined as unapproved absence from assigned detention hours for reasons other than those that are approved by the proper school official. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Middle/High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-10 days ISS, up to 2 days OSS.

**37. Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students including equipment, furniture, walls, etc. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action whether it was willful or accidental will be made, PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action whether it was willful or accidental will be made, PPSC and 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**38. Weapons (see Board policy JFCJ)**

**A.** Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. This would also include toys that resemble weapons. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: Confiscation, PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a suspension or expulsion.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: Confiscation, PPSC and 10 days OSS or Crossroads with a referral for consideration of a suspension or expulsion.

**B.** Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Students found to be in violation and receiving a suspension may not attend any school functions held at home or at

another school campus/location except for those indicated in this regulation.

### **Elementary/Middle/High School**

#### **All Offenses:**

Confiscation and one (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent

### **SECONDARY ATTENDANCE POLICY DEFINITION OF TERMS**

Absence:

Five (5) Days of Absence

- Letter sent home explaining the Attendance Policy.

Eight (8) Days of Absence

- Conference with the parent, student, student's team teachers, assistant principal and counselor is scheduled.
- Referral to Juvenile Court made if recommended as a result of the conference.

Eleven (11) Days Absence

- Team teachers meet with student and assistant principals to notify them of the action to be taken on the 12<sup>th</sup> absence.
- A notice will be sent home informing the parent and notifying them of the appeal process.

#### **Truancy:**

Truancy is being absent from school without the knowledge of school officials or parents, regardless if for one class period or all day. The truancy policy is for all year, not by semester. Parents will be notified by phone if a truancy occurs.

#### **Tardiness:**

Students are required to be in class on time. The student is responsible for being prepared to undertake the academic activity when class is scheduled to begin.

At the beginning of the school year, each student will be issued a plan book. The tardy policy will be a part of that plan book. A tardy sheet has six (6) individual tardies per quarter which will be utilized by the student. When the student receives his/her 6<sup>th</sup> and subsequent tardies, the student will be referred to the office for excessive tardies. If the student does not have the plan book and is tardy, he/she will be referred to the office. The tardy policy will start over at the beginning of each quarter, with the same procedure being followed as the first quarter.

The tardy sheet must be attached to the plan book and cannot be torn out. If the sheet is torn out of the plan book, it becomes invalid. A four (4) day grace period will be in place at the beginning of the school year. There will be a two (2) day grace period at the beginning of each quarter for new classes. New students, who enter the district after the school year has started, will be given a five (5) day grace period.

If there are no plan books available or the student cannot afford a plan book, the student will be issued one duplicate tardy sheet per quarter. It will be the student's responsibility to get this sheet from the assistant principal.

#### **The following procedures will be in place:**

1. Each student is responsible for his/her own plan book and is not to loan or have another in his/her possession. Students who have lost their plan books must come to the office and notify the assistant principal of the loss. Only 1 duplicate plan book will be sold per student. Students will be issued only one (1) duplicate tardy sheet per quarter.
2. The tardy sheet will be signed when the student is tardy to class
3. Students who arrive at school after 8:15 A.M. will be sent to the office. A member of the office staff will assign a tardy.
4. The second time a student is tardy to class the teacher will assign a tardy and call the parents.
5. On the fourth tardy, the teacher will assign a tardy and refer the student to the counselor. The counselors will conference with the student and call the parent.
6. On the sixth and subsequent tardies the teacher will refer the student to the office.
7. Students tardy without a plan book will be referred to the office.
8. If a student is more than five minutes late to class, the teacher will not sign the sheet but will refer the student to the office. The assistant principal will determine if it is tardy or truancy.

#### **Student and Parent Responsibilities:**

- It is the student's responsibility to make arrangements with teachers and to complete all work prior to missing class in a school sponsored activity or field trip.
- When absent on the day of a school sponsored activity, the student must have the approval of the building administrator to participate.
- Students who leave school for any reason during the school day must check out through the attendance office. Students not following this procedure or supplying false or fraudulent reasons will be considered truant. Students must have parental permission verified by phone by the office in order to leave school.
- Parents of absent students are required to call the school by 8:00 A.M. the morning of the absence.
- If parents, for some reason, are unable to notify the school of the student's absence, the school will try to contact the parents. If contact cannot be made, the student will be classified truant.
- Missouri School Law, under the Compulsory School Attendance subsection, places the burden of responsibility for school attendance on the parent.
- Parents are to personally sign students out when picking them up to leave the building.
- If parents plan to take a student out of school for three or more days, they must make arrangements

with the administration two (2) days in advance.  
This time is needed for make-up work.

\*\*\*\* Addendum to Tardies

Tardies to School (per quarter) =

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> offense = Student warned

4<sup>th</sup> offense = Letter sent home to parent/guardian

5<sup>th</sup> offense = Student written up on referral and an administrator call made to parent/guardian

6<sup>th</sup> and subsequent offenses = Student written up on referral and administrative action taken

### **CHECK ACCEPTANCE POLICY**

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

**\*\*\* Board policy JG-R 1-38 (Student Discipline) may change per board approval and will be updated on Grandview C-4 website as needed.**

**Video:** District busses and school buildings are under video surveillance.

# RECORD OF TARDIES

STUDENT NAME \_\_\_\_\_

DATE \_\_\_\_\_

## 1<sup>st</sup> Quarter Tardies

Teacher Signature	Date	Hour
1. _____	_____	_____
2. _____	_____	_____
Teacher Calls Parent		
3. _____	_____	_____
4. _____	_____	_____
Counselor Referral		
5. _____	_____	_____
6. _____	_____	_____
Office Referral		

On the 6<sup>th</sup> and subsequent tardy the teacher will refer the student to the Student Services Center.

## 2<sup>nd</sup> Quarter Tardies

Teacher Signature	Date	Hour
1. _____	_____	_____
2. _____	_____	_____
Teacher Calls Parent		
3. _____	_____	_____
4. _____	_____	_____
Counselor Referral		
5. _____	_____	_____
6. _____	_____	_____
Office Referral		

On the 6<sup>th</sup> and subsequent tardy the teacher will refer the student to the Student Services Center.

## 3<sup>rd</sup> Quarter Tardies

Teacher Signature	Date	Hour
1. _____	_____	_____
2. _____	_____	_____
Teacher Calls Parent		
3. _____	_____	_____
4. _____	_____	_____
Counselor Referral		
5. _____	_____	_____
6. _____	_____	_____
Office Referral		

On the 6<sup>th</sup> and subsequent tardy the teacher will refer the student to the Student Services Center.

## 4<sup>th</sup> Quarter Tardies

Teacher Signature	Date	Hour
1. _____	_____	_____
2. _____	_____	_____
Teacher Calls Parent		
3. _____	_____	_____
4. _____	_____	_____
Counselor Referral		
5. _____	_____	_____
6. _____	_____	_____
Office Referral		

On the 6<sup>th</sup> and subsequent tardy the teacher will refer the student to the Student Services Center.

## INSTRUCTIONAL FOCUS WORDS

**These words will be intentionally taught to broaden knowledge of subject areas.**

### ANALYZE

- BREAK APART
- STUDY THE PIECES

### ASSESS

- POINT OUT WEAKNESSES AND STRENGTHS

### CAUSE/EFFECT

- REASON
- OUTCOME

### CLASSIFY

- ARRANGE BY CATEGORY

### COMPARE

- ALIKE
- ALL THE WAYS ALIKE

### CONTRAST

- DIFFERENT
- ALL THE WAYS DIFFERENT

### CRITICIZE

- FIND RESULTS
- EXPLAIN FAULTS

### DEFINE

- TELL THE MEANING
- IN YOUR OWN WORDS

### DESCRIBE

- TELL ABOUT
- TELL ALL ABOUT

### DIAGRAM

- DRAW A PICTURE
- LABEL THE PICTURE

### DIFFERENTIATE

- DISTINGUISH
- MAKE DIFFERENT

### DISCUSS

- TELL ABOUT
- TELL DETAILS

### DISTINGUISH

- TELL APART
- RECOGNIZE

### EVALUATE

- PUT IN YOUR OWN WORDS
- JUDGE

### EXPLAIN

- TELL HOW
- PUT IN YOUR OWN WORDS

### FORMULATE

- PUT TOGETHER
- CREATE

### ILLUSTRATE

- GIVE EXAMPLES
- GIVE ONE OR MORE

### INFER

- A GOOD GUESS
- READ BETWEEN THE LINES

### INTERPRET

- EXPLAIN THE MEANING
- WHAT DOES IT MEAN TO YOU

### JUSTIFY

- DEFEND
- PROVE YOU'RE RIGHT

### OUTLINE

- PUT INFO IN ORDER
- ORDER BY TIME, PLACE, IMPORTANCE

### PERSUADE

- CONVINCED SOMEONE
- ARGUE YOUR POINT

### PREDICT

- MAKE A GUESS
- WHAT WILL HAPPEN NEXT

### TRACE

- OUTLINE
- LIST IN STEPS

### REVIEW

- EXAMINE THE FACTS
- GO BACK AND TELL

### SUMMARIZE

- SUM IT UP
- GIVE ME THE SHORT VERSION

### SUPPORT

- GIVE THE FACTS
- BACKUP WITH DETAILS

### SYMBOLIZE

- REPRESENT