

**Crestview Middle School**  
**Serving ~ Learning ~ Leading**  
2016 - 2017



**STUDENT HANDBOOK**

**Mission: Cultivating Interdependent Learners Through High Expectations**

## CRESTVIEW MIDDLE SCHOOL MISSION STATEMENT

*We cultivate interdependent learners through high expectations.*

## CRESTVIEW MIDDLE SCHOOL VISION

*Serving • Learning • Leading*

### *Message from the Principal . . .*

Welcome to Crestview Middle School. This handbook is an informational guide for students of Crestview Middle School. It is designed to help you better understand school policies, rules and regulations, disciplinary guidelines, and other information pertaining to Crestview.

This handbook, as well as the district “Policies, Regulations, Procedures and Consequences Pertaining to Middle and High School Students” available at <http://www.rsdmo.org/parent/Student%20Handbook%20Downloads/Student%20Discipline%20and%20Consequences%20Handbook.pdf#search=Student%20Discipline%20and%20Consequences> should be read by both you and your parents. Please refer to both handbooks throughout the school year.

At Crestview Middle School, we encourage all students to embrace the *7 Habits of Highly Effective Teens*. By **being proactive, beginning with the end in mind, putting first things first, thinking win-win, seeking first to understand then to be understood, synergizing and sharpening the saw**, this is sure to be a terrific year. The entire Crestview community will work hard to teach and follow these effective habits throughout the year as well so we can all work together to enjoy a wonderful experience here at Crestview.

Crestview is a school rich in traditions, such as the *Amphora* ceremonies. Traditions at CMS have been successful based on the commitment of our students, faculty, parents and community. The Crestview staff encourages students to live up to the Trojan Spirit as exemplified by *Hector, the mightiest warrior in the Trojan army*. Not only was Hector a valiant warrior, he was also an ideal gentleman who cared deeply about his *homeland, family and troops*. During this school year, display fierce and valiant work in your classes and care deeply about your school, your family and fellow Crestview students.

The staff of Crestview Middle School wishes you a meaningful and pleasant school year. Should any questions or problems arise during the school year, please do not hesitate to discuss them with a member of the Crestview staff. Through communication, we can work together to make good things happen.

Dr. Gary Jansen, Principal  
Crestview Middle School

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## **ROCKWOOD SCHOOL DISTRICT MISSION STATEMENT**

We do whatever it takes to ensure all students realize their potential.

## **ROCKWOOD SCHOOL DISTRICT VISION**

By continuously improving in every aspect of our performance, the Rockwood School District empowers students to command their future.

## **ROCKWOOD SCHOOL DISTRICT CORE VALUE STATEMENTS**

- ◆ Promote and model ethical values and good character as the foundation of performance.
- ◆ Build a safe and caring school community.
- ◆ Provide a meaningful and challenging academic program that connects all students to learning and honors their differences.
- ◆ Engage all stakeholders in shared responsibility for learning, character and climate.

## **ROCKWOOD SCHOOL DISTRICT NONDISCRIMINATION STATEMENT**

The Rockwood School District prohibits and will not tolerate discrimination against or harassment of any student, employee or applicant for employment, or in its programs and activities, because of race, color, national origin, religion, sex, age, genetic information, marital status, disability, handicapping conditions, or any other factor that is not a proper legal basis for an employment decision, and it provides equal access to the Boy Scouts and other designated youth groups. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business. Inquiries by students, parents, employees, or the public regarding Rockwood School District's nondiscrimination policies should be directed to the compliance coordinators listed below:

Dr. Katherine A. Reboulet, Compliance Coordinator for Title VI and VII of the Civil Rights Act of 1964 as amended, the Missouri Human Rights Act, the Age Discrimination in Employment Act, Title II of the Americans with Disabilities Act (for employees and members of the public), the Genetic Information Nondiscrimination Act and P.L. 92-318, Education Amendments of 1972, Title IX (race, color, national origin, religion, genetic information, marital status, sex, age, disability and handicapping conditions [for employees and members of the public] discrimination issues) at the Rockwood Administrative Center, 111 East North Street, Eureka MO 63025; 636.733.2034.

Dr. Jane Brown, Compliance Coordinator for Title II of the Americans with Disabilities Act (for students), P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P.L. 94-142, Education for all Disabled Children Act (disability and handicapping conditions [for students] discrimination issues) at the Rockwood Early Childhood Center, 2730 Valley Road, Chesterfield MO 63005; 636.891.6212.

Inquiries may also be directed to additional compliance coordinators for unlawful discrimination and harassment set forth in Rockwood Regulation 2130.

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1.800.421.3481.

**ROCKWOOD SCHOOL DISTRICT  
2016 – 2017 SCHOOL CALENDAR**

New Teacher Orientation..... Friday, August 5 through Tuesday, August 9  
 Regular Teacher Orientation – (Teachers on Duty) .. Wednesday, August 10 through Monday, August 15  
 First Day of School for Students .....Tuesday, August 16  
 No School – Labor Day ..... Monday, September 5  
 CMS Professional Development Day – Early Dismissal ..... Tuesday, September 13  
 CMS Professional Development Day – Early Dismissal ..... Tuesday, October 11  
 No School – Conference Compensation Day .....Monday, October 31  
 No School – Election Day ..... Tuesday, November 8  
 CMS Professional Development Day – Early Dismissal ..... Tuesday, November 15  
 No School - Thanksgiving Holidays..... Wednesday, November 23 through Friday, November 25  
 CMS Professional Development Day – Early Dismissal .....Tuesday, December 6  
 Early Dismissal for Elementary/Middle Schools - (Teachers on Duty)..... Thursday, December 22  
 No School - Winter Break .....Friday, December 23 through Monday, January 2  
 No School – Teacher Work Day (Teachers on Duty).....Tuesday, January 3  
 School Resumes; Second Semester begins – (Students Return) .....Wednesday, January 4  
 District Professional Development Day – Early Dismissal.....Friday, January 13  
 No School - Martin Luther King Jr.’s Birthday Holiday..... Monday, January 16  
 District Professional Development Day – Early Dismissal.....Friday, February 17  
 No School - Presidents’ Day Holiday..... Monday, February 20  
 No School – Conference Compensation Day .....Friday, March 10  
 No School - Spring Recess .....Monday, March 13 through Friday, March 17  
 CMS Professional Development Day – Early Dismissal ..... Thursday, April 13  
 No School – Spring Holiday..... Friday, April 14  
 CMS Professional Development Day – Early Dismissal ..... Tuesday, May 2  
 Last Day for Students/Early Dismissal – (Teachers on Duty)..... Thursday, May 25  
 Records Day - (Teachers on Duty) ..... Friday, May 26  
 Memorial Day ..... Monday, May 30

MONTH	STUDENT DAYS	DAYS	DAYS
August .....	12	1 <sup>st</sup> Quarter ends October 14 .....	43
September.....	21	2 <sup>nd</sup> Quarter ends December 22.....	44
October.....	20	1 <sup>st</sup> Semester ends December 22 .....	87
November.....	18		
December .....	16		
January .....	19	3 <sup>rd</sup> Quarter ends March 9 .....	45
February .....	19	4 <sup>th</sup> Quarter ends May 25 .....	48
March .....	17	2 <sup>nd</sup> Semester ends May 25 .....	93
April .....	19		
May .....	19	Total Student Attendance Days .....	180

## **ADMINISTRATIVE PERSONNEL**

### **ROCKWOOD SCHOOL BOARD**

Mr. Matt Doell ..... President  
Ms. Loralee Mondl ..... Vice President  
Ms. Jaime Bayes ..... Director  
Dr. Keith Kinder ..... Director  
Mr. Herman Kriegshauser ..... Director  
Ms. Lynne Midyett ..... Director  
Ms. Dominique' A. Paul ..... Director

### **ROCKWOOD CENTRAL OFFICE ADMINISTRATION STAFF**

Dr. Eric Knost ..... Superintendent  
Dr. Katie Reboulet ..... Assistant Superintendent for Human Resources  
Dr. Karen Hargadine ..... Assistant Superintendent of Learning & Support Services  
Dr. Lisa Counts ..... Assistant Superintendent of Supervision of Schools

### **CRESTVIEW MIDDLE SCHOOL ADMINISTRATION STAFF**

Dr. Gary Jansen ..... Principal  
Mrs. Ali Krinski ..... 6<sup>th</sup> Grade Assistant Principal  
Mrs. Kelly Sollberger ..... 7<sup>th</sup> Grade Assistant Principal  
Mr. Josh Walz ..... 8<sup>th</sup> Grade Assistant Principal

### **SECRETARIAL STAFF**

Mrs. Betty Roden ..... Principal's Secretary  
Ms. Danielle Brewer ..... Secretary  
Mrs. Mary Meecey ..... Secretary  
Mrs. Diana Albrecht ..... Registrar  
Mrs. Brenda Buehrle ..... Attendance Secretary  
Mrs. Kim Lee ..... Receptionist



## CRESTVIEW MIDDLE SCHOOL FACULTY AND STAFF

### **SIXTH GRADE BLUE TEAM**

Kyle Coppinger, Social Studies  
Maryann Immordino, Language Arts  
Barb Jung, Language Arts  
Maureen Mottin, Mathematics  
Stephen Polster, Science

### **SIXTH GRADE GOLD TEAM**

Susan Duever, Language Arts  
Keith Henige, Science  
Sally Huster, Social Studies  
Melody Kaplan, Language Arts  
Allison Wussow, Mathematics

### **SIXTH GRADE SILVER TEAM**

Karen Betz, Science  
Adam Dotson, Language Arts  
Mike Schneider, Mathematics  
Amanda Stoll, Social Studies  
Deb Title, Language Arts

### **SEVENTH GRADE BLUE TEAM**

Derek Hoffman, Mathematics  
Ashley Luther, Language Arts  
Dana Montileone, Social Studies  
Jennifer Sinn, Science  
Mark Upton, Language Arts

### **SEVENTH GRADE GOLD TEAM**

Erica Crow, Language Arts  
Becky Eaton, Mathematics  
Mariah Hanneke, Science  
Gayle Kearney, Language Arts  
Brianna McColgan, Social Studies

### **SEVENTH GRADE SILVER TEAM**

Heather Chamberlain, Mathematics  
Christy Dunham, Social Studies  
Elizabeth Orf, Science  
Mary Schuh, Language Arts  
Sarah Wolfmeyer, Language Arts

### **EIGHTH GRADE BLUE TEAM**

Kristina Bunyard, Science  
Cheryl Deutsch, Language Arts  
Kelley Garbero, Mathematics  
Grace Jones, Language Arts  
Kelly Van Sciever, Social Studies

### **EIGHTH GRADE GOLD TEAM**

Matt Borzillo, Mathematics  
Meghan Menchella, Social Studies  
Cheryl Noe, Language Arts  
Suzanne Whitford, Language Arts  
David Witt, Science

### **EIGHTH GRADE SILVER TEAM**

Elizabeth Buesteton, Mathematics  
Heidi Eichaker, Language Arts  
Kristin Hancock, Language Arts  
Chris Teague, Social Studies  
Jason Zenser, Science

### **PHYSICAL EDUCATION/HEALTH**

Tammy Becker  
Chris Bryan  
Ken Droege  
Megan Hayes  
Chris Marquardt  
Chris Meador  
Greg Pohl  
Jim Wiseman

### **ACADEMIC STRETCH**

Linda Griswold  
Robin Lady  
Tara Matthews

### **MATH TEACHER**

Katie Sutphin

### **ALGEBRA II**

Rebecca Dillon

### **ESOL**

Debbie Crahan

## **CRESTVIEW FACULTY AND STAFF, CONTINUED**

### **EXPLORATORY COURSES**

Renee Abrolat, Art/PT  
Chris Barrett, Technology  
Lisa Bergfeld, French  
Jason Bergman, Band/PT  
Jessica Bergtholdt, Spanish  
Anne Marie Fauss, FACS  
Eve Flowers, Orchestra  
Laura Fontana, Speech/Drama  
Laura Holzen, Orchestra/PT  
Julia Lega, Orchestra/PT  
Kathryn Marsh, Computers  
Alena Mathews, Spanish  
Stan Minor, Band/PT  
Dawn Morris, Spanish/PT  
Melissa Pickens, Choir/PT  
Chelsea Sanchez-Mueller, FACS  
Bob Shea, German/PT  
Laura Southman, Art  
Kaitlin Spratt, Art  
Bob Wilhite, Band  
Ken Winschel, Band/PT  
Philip Woodmore, Choir

### **GUIDANCE COUNSELORS**

Alison Carroll, 6<sup>th</sup> Grade  
Marcy Morris, 7<sup>th</sup> Grade  
Lisa Stoecker, 8<sup>th</sup> Grade

### **SOCIAL WORKER**

Erin Hotz

### **SCHOOL RESOURCE OFFICER**

Jacob Diener

### **IN-SCHOOL SUSPENSION/SHORT TERM**

Amanda Jones

### **HALL MONITOR**

Hosea Franklin  
Steve Malsch

### **LIBRARIANS**

Bridget DuMont  
Jan Korns

### **SPECIAL SCHOOL DISTRICT**

Jennifer Balog  
Alicia Carey  
Julie Freeman  
Laura Harris  
Lauren Lowder  
Kelly Morrow  
Myrtelina Otanez  
Meghan Parish  
Sandy Smallenberger  
Juli Smith  
Kelly Voigt  
Sharon Woehrle

### **TECH SUPPORT**

Mark Hoffman

### **NURSES**

Catherine Wieder  
Susan Merchak

### **CLASSROOM ASSISTANTS**

Lisa Lamb  
Meralee Ruch  
Katie Sutphin, Knowing Math  
Angela Veatch, Reading

## **AUXILIARY PERSONNEL**

### **CUSTODIAL STAFF**

Nick West, Head Custodian	Trina Massey Monira Nada
Christina Schumacher, Night Lead	Joe Schneider Richard Thieman
Ozoris Abdelmalek	Stephanie Young
Kevin Bowman	Marvin Young
John Jones	

### **FOOD SERVICE STAFF**

Bridgid Burroughs, Manager	Theresa Oglesby Susan Praechter
Carla Ratcliff, Asst. Manager	Kelly Ward Carrie Westerland
Mike Adams	Linda Wilson
Carol Bergman	Barb Woytus
Diane Hall	Patty Zacher
Elaina Lunte	

## 2016-2017 BELL SCHEDULE

### "A" AND "B" DAY SCHEDULE

#### 6<sup>th</sup> Grade

#### 7<sup>th</sup> Grade

#### 8<sup>th</sup> Grade

<b>BLOCK 1</b>	<b>BLOCK 1</b>	<b>BLOCK 1</b>
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7:30 - 9:05

7:30 - 9:05

7:30 - 9:05

**9:05 - 9:09 Passing**

**9:05 - 9:09 Passing**

**9:05 - 9:09 (Passing)**

<b>BLOCK 2</b>	<b>BLOCK 2</b>	<b>BLOCK 2</b>
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9:09 - 9:53 (Elective)

9:09 - 10:41

9:09 - 10:41

**9:53 - 9:57 Passing**

9:57 - 10:41 (Elective)

**10:41 - 10:45 Passing**

**10:41 - 10:45 Passing**

**10:41 - 10:44 Passing**

<b>BLOCK 3</b>	<b>BLOCK 3</b>	<b>BLOCK 3</b>
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10:45 - 12:17

10:45 - 11:29 (Elective)

10:44 - 11:09 LUNCH

**12:17 - 12:20 Passing**

**11:29 - 11:32 Passing**

**11:09 - 11:13 Passing**

12:20 - 12:46 LUNCH

11:32 - 11:58 LUNCH

11:13 - 12:46

**11:58 - 12:02 Passing**

12:02 - 12:46 (Elective)

**12:46 - 12:50 Passing**

**12:46 - 12:50 Passing**

**12:46 - 12:50 Passing**

<b>BLOCK 4</b>	<b>BLOCK 4</b>	<b>BLOCK 4</b>
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12:50 - 2:22

12:50 - 2:22

12:50 - 1:34 (Elective)

**1:34 - 1:38 Passing**

1:38 - 2:22 (Elective)

## **STAFF DEVELOPMENT DAY BELL SCHEDULE (EARLY RELEASE)**

7:30 - 8:21 – 1<sup>st</sup>/2<sup>nd</sup> Period

**8:21 - 8:25 – Passing**

8:25 - 9:11 – 3<sup>rd</sup>/4<sup>th</sup> Period

**9:11 - 9:15 – Passing**

9:15 - 10:01 – 5<sup>th</sup>/6<sup>th</sup> Period

**10:01 - 10:05 – Passing**

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

10:05 - 10:50 – 7<sup>th</sup>/8<sup>th</sup> Period

**10:50 - 10:54 – Passing**

10:54 - 11:15 – LUNCH

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

10:05 - 10:26 – 7<sup>th</sup>/8<sup>th</sup> Period

**10:26 - 10:30 – Passing**

10:30 - 10:50 – LUNCH

**10:50 - 10:54 – Passing**

10:54 - 11:15 – 7<sup>th</sup>/8<sup>th</sup> Period cont.

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

10:05 - 10:26 – LUNCH

**10:26 - 10:30 – Passing**

10:30 - 11:15 – 7<sup>th</sup>/8<sup>th</sup> Period

## **STAFF DEVELOPMENT/EARLY DISMISSAL DAYS 2016 - 2017**

Students will be released at 11:15 a.m. on the following early dismissal days during the 2015-2016 school year. Lunch **will** be served on these days.

Tuesday, September 13, 2016

Tuesday, October 11, 2016

Tuesday, November 15, 2016

Tuesday, December 6, 2016

Friday, December 22, 2016

Friday, January 13, 2017

Friday, February 17, 2017

Tuesday, April 13, 2017

Tuesday, May 2, 2017

Thursday, May 25, 2017

## GENERAL INFORMATION

### AFTER SCHOOL PROCEDURES

Students are welcome and encouraged to stay after school in order to participate in supervised activities offered at Crestview Middle School. Students may stay after school for the following reasons: detention, student tutoring, work with teachers on class work, make-up work (tests, projects, assignments, computers), clubs, intramurals, drama, play practice, music groups.

Students may only stay after school for activities in which they are under the direct supervision of a teacher. All other students are expected to leave campus by 2:30 p.m. Students who stay for after-school activities are expected to show proper behavior at all times and to be cooperative with all teachers supervising after-school activities.

Procedures for leaving campus after the activity are:

1. Students should plan to have their rides at school by 3:30 p.m. Arrangements should be made prior to school to avoid using office phones.

Procedures for participating VICC students for riding an activity bus after an activity are:

1. During lunch, students in the VICC program must sign up for the bus in the cafeteria. Students will be allowed to sign only their own name on the sheet.
2. Students must report to the cafeteria within five minutes of the end of the activity and sign in with the supervising teacher. The student must remain in the room until the designated activity bus arrives.
3. A supervising teacher will check the names of students as they board the activity bus. Students whose names are not on the list who attempt to board the bus will be referred to the office.

Consequences for not following all of the above guidelines are:

<i>First offense:</i>	Warning
<i>Second offense:</i>	May be denied the privilege of staying after school or riding the activity bus for one (1) week
<i>Third offense:</i>	May be denied the privilege of staying after school or riding the activity bus for two (2) weeks
<i>Additional offense(s):</i>	May be denied the privilege of staying after school or riding the activity bus for one quarter or up to the remainder of the school year

Space on the activity bus will be allotted on a first come, first served basis.

**NOTE: Students who are experiencing behavior problems or are not making sufficient academic progress may be denied the privilege of staying for recreational activities until the problems are corrected.**

### BORROWING AND LENDING

We strongly suggest that students not borrow money, books or any other items from each other. Many times money is not returned and books or personal belongings are permanently lost by continual trading and borrowing. Students are responsible for placing all their items in their assigned locker and having the locker locked at all times.

### CAFETERIA

The cafeteria offers balanced breakfasts and lunches to students at a reasonable price. In order to maintain a clean building and campus, students are required to eat in the cafeteria whether choosing a hot lunch or bringing one from home. Crestview's cafeteria uses NutriKids, a secure online meal accounting system that uses a biometric scanning system to identify students by reading a fingerprint. This system allows parents to deposit money online into the student's account and provides increased security and efficiency. Once registered, students' fingerprints will be carried over from year to year. More information is available on the Rockwood Child Nutrition Web page at <http://www.rsdmo.org/childnutrition> .

## **DAILY ANNOUNCEMENTS**

Daily announcements will be made at the beginning of the day. Additional announcements will also be made during each lunch shift.

## **DISMISSAL OF SCHOOL**

In case of bad weather due to snow and ice, school may be dismissed. If so, a district-wide Schoolmessenger message will be sent out by the superintendent or his designee. In addition, students can listen to local radio/television stations for announcements.

## **DRIVING TO SCHOOL**

Middle school students are not permitted to drive to or from school a vehicle for which a driver's license is required.

## **FUND RAISING**

Approval from the principal must be received to sell items on the school campus. Proceeds from items sold must be for a school organization. Fund raising items may not be sold during classes.

## **INTERROGATION AND SEARCHES**

### **Interview or Interrogation**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

### **Removal of Students from School**

Before a student at school is arrested or taken into custody by law enforcement or another legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

In order to comply with the legal provisions for interrogations and searches, procedures will be established for:

1. Interviews with police, juvenile officers or other law enforcement officials;
2. Searches by school personnel;
3. Removal of students from school by enforcement officials.

### **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Any officer desiring to interview a student while the student is attending school shall inform the principal of the school the student attends, stating the nature of the inquiry or investigation.

A law enforcement officer may not be permitted to interview a student during school hours concerning any activity of the student's parent/guardian, except in child abuse cases where the parents/guardians are the alleged abusers. In connection with other inquiries the interview shall be permitted and the principal shall determine whether, under the particular circumstances of the case, the parent/guardian of the student should be notified prior to the interview.

If the principal concludes that time is not vital to the investigation and that it would be in the best interest of the student to have a parent/guardian present, it shall be the duty of the principal to delay the interview and to make an effort to notify the student's parent/guardian in order that one of such persons can be present if he/she desires.

The interview shall not be delayed unduly for any cause.

Should the principal be in doubt as to whether or not the parent/guardian should be notified, an opinion should be obtained from the Superintendent/designee.

In all cases in which a parent/guardian cannot be present at an interview, the principal, or a teacher appointed by the principal, shall be expected to take such action during the course of the interview as a reasonable parent would take under the circumstances.

Attorneys and/or insurance investigators may interrogate students with the consent of the parent/guardian or upon the written order of the court.

### **Searches by School Personnel**

School lockers and desks are the property of the Board and are provided for the convenience of students and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

Vehicles of students are subject to search based on a reasonable suspicion by the school administration. Law enforcement officials may be contacted when a student refuses to allow a search.

The school administration may utilize the services of a trained drug dog and its handler based upon reasonable suspicion. They may also be used for random searches of lockers and non-private areas.

Students are required to have on file in the school office combinations or keys to lockers. If combinations or keys do not work, locks will be cut off if there is a need, as established by school personnel, to enter the lockers.

Students or student property may be searched based on reasonable suspicion of violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of clothing for examination if reasonable under the circumstances.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his/her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents will also be contacted when law enforcement officials are involved.

### **Removal of Students from School by Law Enforcement Officials**

An officer of the law may take a student if the officer has ready for service a subpoena, a warrant for arrest or an order of civil arrest, an order of court, or a teletype arrest order, or if the officer has probable cause to believe a felony or misdemeanor has been committed on school property. In St. Louis County, a police officer can arrest with probable cause in a case of a felony or misdemeanor without the crime being committed in his/her presence without a warrant. The school principal should make every effort to verify the identification of the law enforcement official before releasing the student from the building. The school principal will attempt to notify the student's parent/guardian that the student is being removed from the school.

Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

## LIBRARY MEDIA CENTER

The library media center is available to support the academic/curricular needs of students. An online card catalog (Destiny), reference materials, recreational reading material, periodicals and numerous other print and online materials are available. Most of the online databases offered have home access as well as school access. Stop by the library media center for information and passwords or contact the library media specialist. The media center has a great collection of nonfiction and fiction books. Books vary in interest level (many young adult titles), reading level and subject matter. Books may be checked out for a three-week period during the school year. Magazines and reference books must be returned at the end of each class period unless other arrangements are made with a member of the library staff.

Computers are available for student use. Students are expected to be on task with school work while using computers, to make use of the online databases offered, and abide by Rockwood's Internet Acceptable Use Policy.

## LOCKERS

Students will be assigned lockers according to their team assignment. Students are required to keep their books, bookbags, jackets, etc., in their assigned lockers. The locker is provided for the convenience of the student. The school cannot be responsible for the security of books and personal belongings.

Students are required to have a lock for their assigned lockers. It is the student's responsibility to make sure that the locker is locked every time the student uses the locker. Lockers will be checked periodically to see that they are properly secured.

### SECURITY SUGGESTIONS FOR A LOCKER

1. Do not give your combination to anyone.
2. When opening your lock, check to see if anyone is attempting to see the lock face while you work the combination.
3. When closing the lock, be sure the lock has closed and then turn the dial a few turns to insure that the lock is secure.
4. If you see anyone tampering with your locker or lock, report him or her to the office. This is for your protection. Anyone seen tampering with a lock or locker will be subject to disciplinary action.
5. Locker problems, other than lock problems, should be reported by the student to the first period teacher.
6. Students may go to their lockers before school, between classes and after school - - NOT during class time . . . plan ahead!!!
7. It is recommended students only go to their lockers before school, before or after lunch and after school.

## LOST AND FOUND

Articles such as books, notebooks, etc., which are found in classrooms should be turned in to the teacher. Items found outside a classroom should be turned in to the office. Students who have lost items should ask their teachers if the lost item has been turned in to them. Students should also check in the lost and found area in the cafeteria and in the office. Lost books are sometimes placed in the library.

**We strongly recommend that personal items** such as purses, wallets, coats, jackets, etc., be properly marked with the **student's name**. Once unmarked items are lost, it is very difficult to identify the original owner.

## MONEY

Students should bring only the minimum amount of money necessary to purchase lunch. However, it is highly recommended that students deposit money by check in the computerized meal accounting system. Other items should be paid for by check made out to Crestview Middle School. Students are strongly discouraged from having large amounts of money at school, and the school **cannot be held responsible** for money that is lost, misplaced or taken. If it is absolutely necessary to have a large amount of money at school, the money should be brought to the office immediately upon arrival at school. The office staff will write a receipt for the money and make arrangements to pick the money up at an appropriate time. Again, we strongly discourage large amounts of money being brought to school.

## PHYSICAL EDUCATION UNIFORMS

It is required that students wear a Crestview P.E. uniform, which may be purchased by the student from the school.



## **PUBLICATION POLICY FOR DISTRICT**

Any material printed or otherwise distributed on any school property, other than official school publications and routine classroom instructional materials, must have approval from the principal. When materials are duly approved and distribution is authorized, the identity of the publisher and point of publication must be clearly stated.

## **SAFETY DRILLS/EMERGENCY ALERTS – STUDENT BEHAVIORAL EXPECTATIONS**

Drill procedures will be explained to all students by the classroom teachers. Drills will be conducted periodically throughout the school year in compliance with state and district regulations. During safety drills/emergency alerts, it is necessary to relay information to both staff members and students. Because of this, students must follow teacher directions, move to the proper emergency location quickly and remain quiet. Failure to follow safety and emergency expectations may result in disciplinary action according to the Rockwood School District policy handbook.

### **EARTHQUAKE ALERT PROCEDURES**

Earthquakes are unpredictable and strike without warning. Most earthquake injuries are caused by falling debris, building collapse or damage, flying glass from broken windows, overturned furniture and ruptured gas and electrical lines.

Should an earthquake occur, follow these precautions:

- Stay calm – resist the urge to panic.
- Do not rush outside/inside.
- Stay where you are. If you are inside, stay inside. If you are outside, stay outside. **Do not try to enter or exit** the building **DURING** the earthquake.
- Do not use the elevator.
- Be aware that the sprinkler system may be activated, the fire alarm and elevator may ring and the electricity may go out.
- Seek shelter **IMMEDIATELY** under a heavy desk or table. Assume “duck and cover” position, protecting your head with your arms.
- Brace yourself inside a doorframe or against a wall and **HOLD ON**.
- Stay away from glass, windows and anything that could fall and hurt you.
- Expect to hear noise from broken glass, creaking walls and falling objects.
- If outside, stay as far away from the building as possible. Do not go near streetlights, power lines, cars, goal posts, fences or trees.

### ***IMMEDIATELY AFTER THE EARTHQUAKE:***

- Be prepared for aftershocks. Remain in the same “safe” location for several minutes.
- Do not use the elevators.
- Do not use the telephones unless it is an emergency.
- Check for any injuries.
- Do not attempt to move any injured student or adult who is seriously injured **UNLESS** there is imminent threat of death or further injury.
- Do not attempt to evacuate or leave your immediate area unless absolutely necessary or until instructed to do so.
- Students should remain at school until it is considered safe for them to be released.
- Listen carefully for an announcement from an administrator or staff member to resume normal school activities.

### **FIRE ALERT PROCEDURES**

In order to facilitate an orderly departure from the building, the following procedures must be quickly and efficiently executed. The alert for a fire will be signaled by the fire alarm.

- Line up quietly at the door and proceed to the assigned area, followed by your teacher.
- Stand in a straight line and remain absolutely quiet in order for instructions to be given and attendance taken.
- **DO NOT** hold a classroom door or an emergency door for anyone; proceed out of the building.
- Wait quietly until all accountability reports have been turned in by the teacher.

### ***AFTERWARD***

- Listen for the “all-clear” announcement from an administrator or staff member.
- Proceed quietly back to your class.

## **INTRUDER ALERT PROCEDURES**

In case of an emergency (i.e., intruder[s] in the building), an announcement will be made over the intercom. If you are in the hallway, go immediately to the nearest classroom or office.” (Specifics will be announced for each situation.)

- Students should be held in class.
- All doors should be locked and all lights should be turned off.
- Stay away from doors and windows. Gather together out of view from windows.
- Remain absolutely quiet and calm during the entire lock-down.
- Students may not leave the room for any reason.
- If a student is in the hallway close to a room, any teacher should pull him/her in for protection. The teacher should try and contact the student’s regular teacher and let that teacher know he/she is safe.
- If the announcement is given while you are in the following areas, follow these procedures:
  - **LIBRARY** – Stay in the library while all doors are locked and secured; proceed with the lock-down procedures.
  - **CAFETERIA** – Remain in the cafeteria while all doors are locked and secured; proceed with the lock-down procedures.
  - **OUTSIDE** – DO NOT re-enter the building until notified to do so. Gather together in an area away from the building, i.e., far fences on track/softball field. Lie on your stomachs, keeping as close to the ground as possible.

## **AFTERWARD**

- Remain quiet until an all-clear announcement is made over the intercom.

## **TORNADO ALERT PROCEDURES**

A tornado “watch” means tornadoes and/or severe thunderstorms are possible. If a tornado watch occurs, designated custodians and personnel will be requested to act as spotters.

A tornado “warning” means a tornado has actually been spotted. Students are not to be dismissed from school in case of a tornado warning. The alert for a tornado warning will be signaled by the announcement “**This is a tornado alert, proceed accordingly,**” followed by a bell.

- Remain calm and quiet.
- Move to the safest area of the building as soon as possible.
- Line up at the door and proceed to your assigned area.
- Assume the tornado “duck and cover” protective position (kneel down, covering the back of your head with your hands) and remain quiet.
- Remain absolutely quiet while attendance is taken and accountability reports are filled out by teachers.
- If the alarm is sounded during a passing period or during lunch, move to the nearest protective inside wall and assume the protective position.
- If the announcement is given while you are in the following areas, follow these procedures:
  - **LIBRARY** – Stay in the library and move away from any windows or doorways. Assume the protective position.
  - **CAFETERIA** – Leave the cafeteria area IMMEDIATELY and proceed to either of the two hallways. Sit immediately near the walls away from the windows or doorways and assume the protective position.
  - **GYMNASIUM** – Proceed to the dressing room and assume the protective position.
  - **OUTSIDE** – Go into the building and report in to your teacher IMMEDIATELY. If time permits, students should be escorted to designated “room assigned” areas for protection. If time does not permit, students should go to the nearest safe area and assume the protective position.

## **AFTERWARD**

- Remain absolutely quiet until the “all-clear” signal is given over the intercom by an administrator or staff member.

## **SCHOOL NURSE**

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury or disabling condition during the school day to enable them to remain in school and participate in their education. The Board of Education hereby grants students the authority to possess and self-administer medicine prescribed or ordered by a physician for the treatment of chronic health conditions, including asthma or anaphylaxis. Further, the Board of Education authorizes school nurses to determine and maintain an adequate supply of epinephrine and albuterol at school, which may be administered at the discretion of the school nurse, or other school employees trained by and supervised by the

nurse, in emergency situations. The Superintendent, in collaboration with the district nursing staff, will establish administrative regulations for storing and administering medications in compliance with this policy and pursuant to state and federal law.

Except for emergencies, when students need to visit the nurse's office, they must have a hall pass signed by a teacher.

#### Prescription Medications:

1. The medication shall be in the original container labeled with the physician's prescription.
2. Prescription medication may be dispensed by the nurse upon written request of the parents. This request will be in the form of a dated note to the school acknowledging the parent's approval, time of dosage, name of medicine, purpose of medicine and the termination date for administering the medication.
3. The school nurse should dispense the medication. If it is an emergency, or the school nurse is unavailable, a principal or secretary may administer the medication.

#### Over-the-Counter Medication:

1. Non-prescription medication (OTC's) may be dispensed for a specific condition by the nurse upon written request of the parents and the physician. These requests will be in the form of a dated note to the school acknowledging the parent's approval, time of dosage, name of medicine, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day only.
2. OTC's must be brought to school in the original container and kept in the health room in the possession of the nurse.
3. The student will assume the responsibility for requesting the medication each day at the proper time.

If a student has a condition that necessitates avoiding the hallway during regular passing periods, a note from both the doctor and parent should be given to the nurse. The nurse will then issue a pass that allows the student to be released from class after the passing period is over.

Medical aids such as crutches, wheelchairs, braces, etc., are to be used only by the student for whom they are intended. Use of these items by anyone else can result in disciplinary action.

Any student leaving school without the nurse contacting a parent will be considered truant. **PARENT CALLS AFTER STUDENTS HAVE LEFT SCHOOL WILL NOT EXCUSE THEIR LEAVING.** It is not safe for students to leave while ill if no one knows they have left school.

#### **Students with Communicable Diseases**

A student shall not attend classes or other school-sponsored activities while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after exposed, unless the Board or its designee has determined, based on medical evidence, that:

1. The student is no longer infected or liable to transmit the disease; or
2. The student is affected with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

#### **STUDENT HEALTH EXAMINATIONS**

A student health examination is required of all students regardless of grade level upon initial entry into the District. A student health examination will also be required of all students entering the sixth (6<sup>th</sup>) grade. The Administration may waive the examination requirement upon written objection by a parent/guardian. Students are given one (1) month from the start of school or initial date of entry to comply with this requirement. If a parent/guardian can produce written confirmation that his or her child has had a health examination within the past year, it will fulfill the requirement. The "past year" will be determined from the date the child starts school. Student health examination forms that have been completed are to be handed in to the school nurse. Forms may also be mailed to the school.

The Missouri School Immunization Law requires that all students must be properly immunized against poliomyelitis, rubella, rubeola, mumps, tetanus, pertussis and diphtheria. (St. Louis County requires all students attending St. Louis County schools to have two [2] measles immunizations.) **All students are required to have up-to-date immunizations before they can attend school.**

## **TELEPHONES**

Telephones are available in every classroom, as well as the office. Students are allowed to use the telephone with the permission of a supervisor and for emergency purposes only. The telephone should not be used for planning after-school social activities.

## **TEXTBOOKS**

1. Textbooks will be issued at the beginning of the year using Destiny. A record of book bar code number, condition of the book and the name of the student to whom it was issued will be kept by the teacher.
2. Any damage in a book should be brought to the attention of the teacher when the book is issued.
3. Damaged or lost books will be paid for by the student to whom they were issued. Report cards at the end of the school year will not be mailed to students owing fines for a lost or damaged book.
4. Students should not borrow or lend books. They must make certain that the locker is locked after every use. This will help cut down on theft or loss of books.

## **VIDEO SURVEILLANCE**

The Rockwood R-VI School District reserves the right to utilize video surveillance on any Rockwood School District property or bus under contract to the Rockwood R-VI School District.

Areas with an expectation of privacy, i.e., locker rooms and restrooms, will not be subject to camera surveillance; but all other areas will be subject to surveillance.

Any actions captured by surveillance measures that violate Rockwood R-VI Policy, Revised Statutes of Missouri, or any applicable federal law will be cause for disciplinary or legal actions consistent with Rockwood R-VI District policy or applicable law.

## **VISITORS**

Parents and patrons of the District are encouraged to visit Crestview. However, all visitors during the regular school day shall check in at the office prior to proceeding elsewhere in the building. Parents or patron visits to the classroom must be approved in advance by the teacher and/or principal. The Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal/designee may refer charges to the proper legal authorities.

Visitation by preschool children and/or children in the classroom from other schools shall be discouraged. All children who are visiting the schools must report to the office and receive approval prior to attending classes.

The Board discourages using the school as a site for noncustodial parent/child visitation. The principal may deny the noncustodial parent the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent/guardian.

# GUIDANCE & COUNSELING INFORMATION

## GRADING SYSTEM

The following letters are used to indicate the student's achievement:

A	93 - 100%	=	Excellent
A-	90 - 92%		
B+	87 - 89%		
B	83 - 86%	=	Above Average
B-	80 - 82%		
C+	77 - 79%		
C	73 - 76%	=	Average
C-	70 - 72%		
D+	67 - 69%		
D	63 - 66%	=	Below Average
D-	60 - 62%		
F	Below 60%	=	Failure

First semester grades are obtained by an average of the first two grading periods. Second semester grades are obtained by an average of the second two grading periods.

## GUIDANCE ACTIVITIES

New Students	Pre-Employment Skills	Career Exploration
Self-Concept	Anger Management	Planning School Programs
Personal Responsibility	Grief Recovery	Job Preparation
Career Awareness	Family Transitions	Post High School Decision-Making
Decision-Making Skills	Conflict Resolution	
Study Skills	Peer Relationships	

Students are urged to use the services of the Guidance Department as often as they deem it necessary. Whenever an academic, emotional, social or physical problem occurs, students should see their counselor.

## GUIDANCE STAFF

The Guidance Staff consists of three counselors. Their student assignments are:

Mrs. Alison Carroll .....	6 <sup>th</sup> Grade
Mrs. Marcy Morris .....	7 <sup>th</sup> Grade
Ms. Lisa Stoecker.....	8 <sup>th</sup> Grade

## MIDDLE SCHOOL PROMOTION

Students are promoted to grades 7, 8 and 9 by full grades rather than by specific courses. The normal minimum requirements for promotion are passing grades in four (4) subjects. At least three (3) of these subjects must be Language Arts, Math, Science or Social Studies. In the absence of a passing grade in four (4) subjects, placement shall depend upon the decision of the principal after a conference involving student, parent/guardian and principal. It is recommended that the counselor and appropriate teachers be consulted.

## PROGRESS REPORTS

**ALL** students will have progress reports posted on Infinite Campus three times each semester with a final report card at the end of each semester.

## **RECOGNITION OF ACHIEVEMENT**

Students who achieve a 3.50 average or better at the end of the first semester are recognized during the second semester at an Amphora Awards Ceremony. The Semester GPA used for determining Amphora recipients is **not** indicated on Infinite Campus; therefore, a special district program is used to figure the Semester GPA to determine Amphora eligibility.

The Amphora is Crestview's most prized possession. It is an ancient Greek water jug that was purchased from the May Collection in 1968. It is believed to be several thousand years old. The Amphora has become the symbol of Trojan pride and spirit.

In addition to this, the Crestview Awards Program provides rewards for every student who meets the criteria based on scholarship, citizenship, activities, and school and community service.

## **REPORT CARDS**

Students' grades for each subject will be posted online. The semester grade will be the only official and final grade placed on the student's permanent record card.

Report cards will be posted on approximately the following dates:

First Semester	-	January 9, 2017
Second Semester	-	June 2, 2017

## **STUDENT EDUCATIONAL RECORDS**

A cumulative educational record shall be maintained for each student from his entrance into school through the last date of attendance or through graduation, whichever occurs first. The term "educational record" includes student health records.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The parent/guardian of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their student. When a student reaches the age of 18 or attends a post-secondary institution of education, the parent/guardian rights under this policy will transfer from the parent/guardian to the student. Parents of a student 18 years of age or older continue to have access to student records so long as the student is a dependent for income tax purposes, or in the case of a health or safety emergency. The district must document the health or safety emergency in the student's file. However, if any material or document in the education record of the student includes information on more than one student, the parent/guardian shall have the right to inspect and review only part of such material or document that relates to their student or to be informed of the specific information regarding their student that is contained in the document or material.

The District has adopted procedures for the granting of parental request for the access to the education records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential. In addition, parents/guardians and students have a right to expect that student health information will be kept confidential. Student educational records shall be directly accessible only as permitted under the federal regulations, as set forth in District Regulation 2400.

Prior to making directory information public, the District will provide annual notice to parents/guardians or eligible students regarding the categories of information it has designed as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent's or eligible student's prior consent.

In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.

The District will comply with the mandates of the Safe Schools Act, House Bill Nos. 1301 and 1298, regarding confidentiality of student records and disclosure of personally identifiable information.

In appropriate circumstances, District administrators may disclose student education records to law enforcement and/or juvenile authorities where necessary to serve students prior to adjudication. Officials to whom such education records are disclosed are required to comply with federal law governing students' educational records.

## Definitions

1. **Directory information** means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information, under this policy, includes, but is not limited to, the student's name, student's birth date, the name of the student's parent/guardian or other family member, the address of the student or student's family, the phone number of the student or student's family, the email address of the student's parent/guardian, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and honors received, the most recent previous school attended, photographs, and teacher, team or classroom assignment.

Directory information does not include a student's:

- (a) Social security number; or
  - (b) Student identification (ID) number, except as provided herein. Directory information may include a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communication in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.
2. **Educational records** means those records that are directly related to a student and are maintained by the District.
  3. **Disclosure** means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
  4. **Eligible student** means a student who has reached 18 years of age or attends an institution of post-secondary education.
  5. **Parent** means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
  6. **Personally identifiable information** includes, but is not limited to the student's name, the name of the student's parent/guardian or other family member, the address of the student or student's family, a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.
  7. **Student** means any individual who is or has been in attendance in the District and about whom the District maintains education records.

## General Guidelines

1. The District shall give full rights under this regulation to either parent/guardian of a student, unless the District is provided with a court order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this policy.
2. When a student reaches the age of 18, or attends a post-secondary institution of education the parent/guardian's rights under this policy will transfer from the parent/guardian to the student. Parents of a student 18 years of age or older continue to have access to student records so long as the student is a dependent for income tax purposes, or in the case of a health or safety emergency. The district must document the health or safety emergency in the student's file.
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:
  - a. To inspect and review the student's educational records;
  - b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
  - c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
  - d. To obtain a copy of this policy and guidelines.

The annual notification will also inform parent/guardian and eligible students where copies of the policy and guidelines are located.

4. Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent/guardian's or eligible student's consent.

### **Procedures for Inspection and Review of Educational Records**

1. The District's regulation permits parent/guardian and eligible students to inspect and review the education records of the student.
2. After a request for access to records, the District will allow access within a reasonable period of time, but in no case more than forty-five (45) days after receipt of the request. All requests for access should be directed to the permanent records secretary or the school site custodian of records.
3. After the parent/guardian or eligible student has had an opportunity to inspect and review the student's education records, the parent/guardian may make a request for explanation and interpretations of the records to the permanent records secretary or the school site custodian of records. The District's designee shall respond to all reasonable requests for explanation or interpretation.
4. The District will not destroy any education record if there is an outstanding request to inspect and review that record.
5. The District may charge a fee for copies of education records, which are made for a parent/guardian or eligible student, unless that fee would prevent a parent/guardian or eligible student from exercising their rights to inspect and review the student's education records. The District will not charge a fee to search for or retrieve a student's education records.
6. If a student's education records contain information on more than one student, the parent/guardian or eligible student may inspect, review, or be informed of only the specific information about that student.
7. The District may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student. Each party to whom disclosure may be made under this policy must first sign a statement in which he/she agrees to abide by this provision and agrees to use the information disclosed only for the purpose for which the disclosure was made. This does not apply to disclosure of directory information or to any information that the District is required to disclose under Missouri law.

### **Procedures to Request Amendment of a Student's Educational Records**

1. If a parent/guardian or eligible student believes the education records for that student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the District to amend the record. All such requests should be directed to the permanent records secretary or the school site custodian of records.
2. The District's designee, in consultation with the administration or Board of Education as needed, shall decide whether to amend the record as requested within a reasonable time after the request.
3. If the District's designee decides not to amend the record, he/she shall inform the parent/guardian or eligible student of that decision and their right to request a hearing on the request.
4. If a hearing is requested, the District will hold the hearing within a reasonable time after it has received the request and will give the parent/guardian or eligible student reasonable advance notice of the date, time and place of the hearing. The hearing may be conducted by any individual, including an employee of the District, who does not have a direct interest in the outcome of the hearing. The District will give the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised by the parent/guardian or eligible student's request. The parent/guardian or eligible student may, at their own expense, be assisted or represented at the hearing by any individual of their choice, including an attorney.
5. The District will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.
  - a. If the District decides, as a result of a hearing, that the information is inaccurate, misleading or violates the student's rights, the District shall amend the record and inform the parent/guardian or eligible student of the amendment in writing.
  - b. If the District decides, as a result of the hearing, that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the District shall inform the parent/guardian or eligible student of that decision and shall inform the parent/guardian or student of his/her right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the district's decision or both. If the parent/guardian or eligible student submits such a statement, the District will maintain that statement with the student's education records



as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

### **Procedures Regarding Disclosure of Personally Identifiable Information Where Consent is Required**

1. Before the District discloses personally identifiable information from a student's records (other than directory information), the District will obtain a signed and dated written consent from the parent/guardian or eligible student. The written consent will specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or parties to whom disclosure may be made.
2. If a parent/guardian or eligible student so requests, the District will provide him/her with a copy of the records disclosed.

### **Disclosure of Personally Identifiable Information Where Consent is Not Required**

The District may disclose personally identifiable information from a student's education records without the written consent of the parent/guardian or eligible student in the following circumstances:

1. Disclosure may be made to other schools' officials, including teachers, counselors, administrators, and others who have a legitimate educational purpose to review such information.
2. Disclosure may be made to officials of another school district or post secondary education institution where the student seeks or intends to enroll, or after the student is already enrolled, so long as disclosure is for purposes related to the student's enrollment or transfer.
3. Disclosure may be made to authorized federal and state agencies and authorities.
4. Disclosure of acts of school violence, as set forth in Policy 2673, may be made to District employees who are directly responsible for the student's education or who interact with the student in their performance of the employee's duties.
5. Disclosure may be made to appropriate staff members of portions of any student's individualized education program that is related to past or potentially future violent behavior.
6. Disclosure may be made to law enforcement officials, as soon as is reasonably practicable of the commission of the criminal acts listed in Policy 2673.
7. Disclosure may be made to the appropriate division of the Juvenile Court of the suspension of more than ten (10) days of any student under court jurisdiction.
8. Disclosure of discipline records within five (5) days may be made to any requesting school district where student seeks to enroll.
9. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid.
10. Disclosure may be made to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of parent/guardian and students, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
11. Disclosure may be made to accrediting organizations to carry out their accrediting functions.
12. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the District makes a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of the compliance.
13. Disclosure may be made to appropriate parties, including parents of an eligible student, where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals.
14. Disclosure may be made where the disclosure is information the District has designated to be directory information.
15. Disclosure may be made to the parent/guardian of a non-eligible student or to an eligible student.
16. Disclosure may be made without the written consent of the parent/guardian or eligible student as otherwise may be specified by federal or state law.
17. Disclosure may be made to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions provided that the outside party:
  - (a) performs an institutional service or function for which the agency or institution would otherwise use employees;

- (b) is under the direct control of the agency or institution with respect to the use and maintenance of education records; and
- (c) is subject to the requirements of federal regulations governing the use and redisclosure of personally identifiable information from education records.

### **Record Keeping Procedures**

1. Except as otherwise required or permitted by law, the District will maintain a record of each request for the access to and each disclosure of the personally identifiable information from the educational records of each student. The permanent records secretary or school site custodian of records will be responsible for keeping such records of requests and disclosures.
2. The District will maintain the record of each request and disclosure with the educational records of the student as long as the records are maintained by the District.
3. For each request or disclosure, the District's record will include the parties who have requested or received personally identifiable information from the educational records and the legitimate interest the parties had in requesting or obtaining the information.
4. If the District discloses personally identifiable information from an educational record under the exceptions enumerated in the section above, the District will record the names of those persons to whom that party may disclose the information on behalf of the District and the legitimate interests which each of the additional parties has in requesting or obtaining the information.

### **TESTING PROGRAM**

The testing program is used to gain more information about the student's ability and achievement. This information is filed in the student's permanent record and is used in a confidential manner by the teachers and counselors.

The Missouri Assessment Program (MAP) Grade-Level Assessments  
The Missouri Assessment Program (MAP) End-of-Course Assessments  
STAR Enterprise Benchmarks  
ACT Aspire  
District Common Assessments

### **TRANSFERRING STUDENTS/WITHDRAWAL**

Those students who will be transferring from Crestview Middle School during the school year to another school, must obtain from the registrar a transfer checkout form. After this checkout form has been signed by each teacher, the student will return the form to the registrar. The registrar will secure the student's new address (if possible) and the signature of the principal. The school will retain a copy of the transfer form and the student will be given a copy. Books should be returned to each teacher. Records will be forwarded to the new school upon request, unless fines are owed.

# **EIGHTH GRADE PROGRAM**

## **8TH GRADE**

Language Arts (8<sup>th</sup> Grade Language Arts Block, 8<sup>th</sup> Grade Challenge Language Arts Block,  
8<sup>th</sup> Grade Compacted Challenge Language Arts/Academic Stretch)  
Math (8<sup>th</sup> Grade Foundations of Algebra, 8<sup>th</sup> Grade Algebra I, 8<sup>th</sup> Grade Honors Geometry)  
Science (8<sup>th</sup> Grade Physical Science, 8<sup>th</sup> Grade Challenge Physical Science)  
Social Studies (8<sup>th</sup> Grade United States History, 8<sup>th</sup> Grade Challenge United States History)  
Physical Education/Health

## **ELECTIVE PROGRAM (Full Year Courses)**

8<sup>th</sup> Grade Concert Orchestra  
8<sup>th</sup> Grade Concert Band  
8<sup>th</sup> Grade Treble Choir  
8<sup>th</sup> Grade Mixed Choir  
8<sup>th</sup> Grade French I 08  
8<sup>th</sup> Grade German I 08  
8<sup>th</sup> Grade Spanish I 08  
8<sup>th</sup> Grade Art Fundamentals

## **EXPLORATORY PROGRAM (Semester Courses)**

8<sup>th</sup> Grade Art Studio  
8<sup>th</sup> Grade Design Studio  
8<sup>th</sup> Grade Introduction to Public Speaking  
8<sup>th</sup> Grade Theatre Arts  
8<sup>th</sup> Grade FACS Life Skills I  
8<sup>th</sup> Grade FACS Life Skills II  
8<sup>th</sup> Grade Digital Information Technologies  
8<sup>th</sup> Grade Multimedia and Electronics

# SEVENTH GRADE PROGRAM

## 7TH GRADE

Language Arts (7<sup>th</sup> Grade Language Arts Block, 7<sup>th</sup> Grade Challenge Language Arts Block,  
7<sup>th</sup> Grade Compacted Challenge Language Arts/Academic Stretch)  
Math (7<sup>th</sup> Grade Pre-Algebra, 7<sup>th</sup> Grade Foundations of Algebra)  
Science (7<sup>th</sup> Grade Earth Science, 7<sup>th</sup> Grade Challenge Earth Science)  
Social Studies (7<sup>th</sup> Grade World Geography, 7<sup>th</sup> Grade Challenge World Geography)  
Physical Education/Health

## ELECTIVE PROGRAM (Full Year Courses)

7<sup>th</sup> Grade Cadet Orchestra  
7<sup>th</sup> Grade Cadet Band  
7<sup>th</sup> Grade Treble Choir  
7<sup>th</sup> Grade Mixed Choir  
7<sup>th</sup> Grade French I 07  
7<sup>th</sup> Grade German I 07  
7<sup>th</sup> Grade Spanish I 07

## EXPLORATORY PROGRAM (Semester Courses)

7<sup>th</sup> Grade Art Studio  
7<sup>th</sup> Grade Design Studio  
7<sup>th</sup> Grade Acting and Communication Lab  
7<sup>th</sup> Grade FACS Life Skills I  
7<sup>th</sup> Grade Robotics and Modeling  
7<sup>th</sup> Grade Business and Information Technologies

# SIXTH GRADE PROGRAM

## 6TH GRADE

Language Arts (6<sup>th</sup> Grade Language Arts Block, 6<sup>th</sup> Grade Challenge Language Arts Block,  
6<sup>th</sup> Grade Compacted Challenge Language Arts/Academic Stretch)  
Math (6<sup>th</sup> Grade Math, 6<sup>th</sup> Grade Pre-Algebra)  
Science (6<sup>th</sup> Grade Life Science, 6<sup>th</sup> Grade Challenge Life Science)  
Social Studies (6<sup>th</sup> Grade World History, 6<sup>th</sup> Grade Challenge World History)  
Physical Education/Health

## ELECTIVE PROGRAM (Full Year Courses)

6<sup>th</sup> Grade Intermediate Orchestra  
6<sup>th</sup> Grade Beginning Band  
6<sup>th</sup> Grade Treble Choir  
6<sup>th</sup> Grade Mixed Choir

## EXPLORATORY PROGRAM (Quarter Courses)

6<sup>th</sup> Grade Art Studio  
6<sup>th</sup> Grade Design Studio  
6<sup>th</sup> Grade Exploring FACS Life Skills  
6<sup>th</sup> Grade Gateway to Technology  
6<sup>th</sup> Grade Introduction to French  
6<sup>th</sup> Grade Introduction to German  
6<sup>th</sup> Grade Introduction to Spanish  
6<sup>th</sup> Grade Introduction to Theatre and Speech  
6<sup>th</sup> Grade Keyboarding and Input Technologies

# MINIMUM GRADUATION REQUIREMENTS

The requirements for graduation are as follows and are in accordance with the requirements established by the State Board of Education:

<b>Language Arts</b> .....	<b>4 Credits</b>
<b>Social Studies</b> .....	<b>3 Credits</b>
<b>Mathematics</b> .....	<b>3 Credits</b>
<b>Science</b> .....	<b>3 Credits</b>
<b>Fine Arts</b> .....	<b>1 Credit</b>
<b>Career and Technical Education</b> .....	<b>1 Credit</b>
(Personal Finance, if taken in Career and Technical Education can meet: 1) The Personal Finance requirement and 2) as a ½ credit of Career and Technical Education)	
<b>Physical Education</b> .....	<b>1 Credit</b>
<b>Health Education</b> .....	<b>½ Credit</b>
<b>Electives</b> .....	<b>7 ½ Credits</b>
<b>*Personal Finance</b> .....	

**\*Students must demonstrate mastery of state competencies for Personal Finance by passing one of the following courses listed below and by passing the proficiency exam:**

- Personal Finance and Business – (Business Career and Technical Education Course)
- Personal Finance – (FACS Career and Technical Education Course)
- Economics and Personal Finance – (Social Studies Course)
- WG AP Economics and Personal Finance – (Social Studies Course – both semesters) – successful completion of both
- Test out of the Missouri Personal Finance Assessment (MoPFA) with 90% or higher (elective credit only)

**TOTAL** .....**24 Credits**

# PROCEDURES, RULES, REGULATIONS AND POLICIES STUDENT CODE OF CONDUCT

## STUDENT DISCIPLINE

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent/guardian and to the Superintendent/designee. In cases where student discipline is appealed to a higher District authority, such an appeal shall be considered on a fair, unbiased, deliberate and non-deferential basis.

Items for emphasis due to the repetitive or violent nature of the offenses are:

Bullying .....	30
Disparaging or Demeaning Language.....	34
Disruptive Speech or Conduct .....	35
Fighting .....	36
Insubordination .....	43
Personal Technology Devices .....	46
Student Alcohol/Drug Abuse .....	47
Threats to Another Student/District Personnel.....	53
Weapons in Schools .....	54

## **BULLYING**

Bullying is defined as the intimidation, unwarranted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property, substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyber-bullying, electronic or written communication, and any threat of retaliation for reporting such acts.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the Superintendent/designee or expulsion by the Board, both subject to appropriate due process procedures. The Superintendent/designee may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board.

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

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent/guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

All employees of the District shall annually receive instruction related to the specific contents of the District's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of District schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein or any aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, Superintendent/designee and/or Board.

The following list of offenses may result in a suspension or expulsion from school (see the section entitled "Suspension or Expulsion" for the definitions of these terms). This behavioral code applies to students on school premises, buses or at school-related activities off school premises. In addition to this behavioral code, other procedures, rules and regulations are listed which specifically pertain to Crestview Middle School. These are denoted by an asterisk (\*).

## **\*ABSENCE FROM SCHOOL**

To report a student's absence, parents are requested to call 636.891.6965 between 7:15 a.m. and 2:45 p.m. the day of the absence. If the school does not receive a call, the absence will be UNEXCUSED. The absence will be changed to EXCUSED only if the Attendance Office receives a CALL or NOTE WITHIN THREE DAYS.

## **ACADEMIC HONESTY**

The District recognizes that honesty in academic endeavors is essential and the basis for true success. The District, therefore, will not tolerate any form of academic dishonesty including plagiarism or “the taking of ideas or writings from someone else and presenting them as one’s own” (Webster’s New World, 1996). It shall be a violation of policy for students to take credit for work other than their own. This would include, but not be limited to, the use of technological sources, purchased papers, books, periodicals, interviews, and research abstracts without attribution and/or authorization. It shall also be a violation of policy to cheat on assignments and assessments. In order to deal appropriately with issues of academic honesty, the district uses the following definitions and consequences:

- Academic Dishonesty:** Includes, but is not limited to, bringing answers into a testing area, copying homework or assessments from another student, providing answers for another student, using unauthorized notes or technology, taking credit for work that one didn’t do by failing to acknowledge parent, friend or tutor assistance.
- First Offense:* Student/teacher conference, referral to counselor, instruction on academic honesty, parent contact, and no credit for work
- Subsequent Offenses:* Office referral, parent contact, up to ten (10) days in-school suspension, and no credit for work
- Plagiarism, Level 1:** Though most of the work is the student’s, a few lines or phrases of text or a paragraph are used without proper attribution.
- First Offense:* Student/teacher conference with instruction in avoiding plagiarism, referral to counselor, and opportunity to amend the plagiarized portion of the assignment
- Second Offense:* Student/teacher conference, office referral, parent contact, and opportunity to amend the plagiarized portion for ½ credit
- Subsequent Offenses:* Office referral, parent contact, no credit for assignment, and up to one (1) day in-school suspension
- Plagiarism, Level 2:** A significant portion of the work is not the student’s and is not cited. This would include use of multiple paragraphs of someone else’s work, use of someone’s ideas, and/or repeated paraphrasing of someone else’s work without attribution.
- First Offense:* Student/teacher conference with instruction in avoiding plagiarism, parent contact, counselor referral, and 48 hours to amend the plagiarized portion of the assignment
- Second Offense:* Student/teacher conference, office referral, parent contact, and opportunity to amend the plagiarized portion for ½ credit
- Subsequent Offenses:* Office referral, parent contact, no credit for assignment, and up to one (1) day in-school suspension
- Plagiarism, Level 3:** Little, if any, of the work is the student’s; most, if not all, of the work has been copied verbatim or copied and slightly altered.
- First Offense:* Student/teacher conference with instruction in avoiding plagiarism, office referral, parent contact, no credit for assignment, and up to one (1) day in-school suspension
- Subsequent Offenses:* Office referral, parent contact, no credit for assignment, and up to five (5) days of out-of-school suspension



## **ASSAULT**

Assault is defined as intentionally causing or attempting to cause serious injury or bodily harm to another person, intentionally threatening to place or placing a person in reasonable apprehension of imminent physical injury, or applying physical force on another person or physically attacking an individual.

<i>First Offense:</i>	Five (5) to one hundred eighty (180) school days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in the student's discipline record
<i>Subsequent Offenses:</i>	Eleven (11) to one hundred eighty (180) school days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record

Any student who assaults District personnel (including a District SRO) will be suspended for ten (10) school days out-of-school with a recommendation for a suspension of an additional one hundred seventy (170) school days and/or expulsion and the matter will be referred to legal authorities.

## **\*ASSEMBLY RULES AND CONDUCT**

Students are to adhere to the following standards of conduct during assemblies:

1. Students must conduct themselves in a considerate, respectful and responsible manner. Rude yelling, whistling, booing and inappropriate cheering, etc. will not be allowed.
2. Objects are not to be propelled or thrown in any manner during an assembly.
3. Students will leave their books in their last hour class. They will return at the end of the assembly to gather their belongings.
4. Students will remain seated until they are dismissed.
5. While a speaker is at the microphone, students are to be listening, not talking.
6. Students will have the option to stay in a quiet study hall rather than attend the assembly.
7. Students who misbehave will be removed from the assembly and may be subject to disciplinary action. Discipline may include detention, a parent conference and/or a suspension.

## **ATTENDANCE**

The purpose of the attendance policy of the District is to encourage regular school attendance. The Board believes that regular and punctual attendance is an important factor in a student's success in school.

An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small-group activities, or class experiments. They miss out on explanations of concepts and ideas that will appear on homework assignments and tests. Missing school results in poor work habits, lower grades, lower self-esteem, and a lack of self-discipline.

Since there is a direct relationship between attendance, grades, and success in school, the Board believes that students must maintain a good attendance record. This attendance policy has attempted to establish reasonable standards regarding absences with the purpose of encouraging and supporting students toward achieving the highest possible academic success.

All Missouri children between the ages of seven (7) years and seventeen (17) years and who have not completed sixteen (16) credits toward high school graduation are required to be under school jurisdiction during the hours school is in session. In the case of students seventeen (17) or above, consideration will be given to their request to be excused part of the day provided they submit a written request from the parent/guardian. The extent of the student workload shall depend upon the outcome of counseling involving the student, the parent/guardian and the counselor. Changes in the workload that involve a shifting of the student's class schedule will normally be made only at the beginning of a semester.

The school year is defined as the period of time from the opening of school in August/September to the close of the regular school term. Any units of credit earned during the summer, while counted toward meeting graduation requirements and standing in class, are not considered credit earned during a regular school term. Students who are absent due to illness may be required to submit a doctor's statement. Students are required by law to attend a school continuously until they have reached age seventeen (17) or sixteen (16) if they have successfully completed sixteen (16) credits towards high school graduation. Any correspondence courses must be approved by the administration prior to enrollment, if credit is to be granted.

## **EXCUSABLE ABSENCES**

The following absences will be excused:

1. Death in the student's immediate family
2. Illness of the student
3. Doctor and dental appointments
4. Certain days for religious observances
5. Court appearances
6. When a family is leaving town and desires to take the student with them, he/she may be excused up to five (5) school days provided that:
  - a. the school is notified in advance of the absence
  - b. the student procures assignments in advance of the absence
  - c. all assigned work is turned in upon returning to school
  - d. all tests, etc., are made up at the direction of the individual teacher

Absences for all other reasons are inexcusable and shall be treated as truancy.

Suspensions imposed by the school administration shall not count as an excused or unexcused absence.

## **MAKE-UP WORK AFTER EXCUSED ABSENCES (Other than trips or vacations)**

Students who have an excused absence shall have the opportunity to make up work. IT SHALL BE THE RESPONSIBILITY OF THE STUDENT, ON HIS/HER OWN INITIATIVE, TO CONTACT THE TEACHER(S) INVOLVED TO DETERMINE MAKE-UP ASSIGNMENTS AND ESTABLISH MUTUALLY AGREEABLE TIMES FOR DAILY WORK AND TEST MAKE-UP. Students will be granted the amount of time they were absent in which to make up work. Students who have justifiable reasons for absences, such as illness or accident and whose probable absences will extend beyond two (2) weeks shall be referred for homebound instruction.

Students who have an unexcused absence will not be allowed to receive credit for work missed.

The building administrator and staff have the authority to establish specific procedures for administering the Make-Up Policy. Specific procedures for attendance accounting will be determined by the building principal.

The Rockwood School District recognizes that the district is composed of students who come from many diverse backgrounds and cultures. The District will take this diversity into consideration when scheduling major activities such as standardized testing, graduations, etc., in an attempt to avoid scheduling such activities on major religious holidays whose observance necessitates a student's absence from school.

Each individual school will also take major religious holidays into consideration when scheduling major events at the school level such as concerts, awards programs, testing, major tests, projects or presentations, etc., in an attempt to avoid such conflicts.

The District recognizes that despite these efforts, some conflicts with major religious holidays may be unavoidable. In the event that such a conflict does occur, the absence will be excused and the procedures for make-up work will be followed. If additional accommodations are needed to minimize the impact on the student, they will be made at the discretion of the building principal.

## **ATTENDANCE PROCEDURES AND ACTIONS**

In the event of an attendance problem parents/guardians and the school shall cooperatively work to resolve the situation.

After three (3) days of unexcused absences or five (5) days of excused absences per semester, the school will establish written communication with the parents/guardians.

After five (5) days of unexcused absences per year, a second letter of notification will be sent from the school to the parents/guardians. The school may also make a referral to the school social worker.

After a total of ten (10) days of absences per year, either excused or unexcused, a letter of notification will be sent from the school to the parents/guardians. At that time, a social worker referral may be made, which may include contacting other community resources to support the family. A doctor's note may be required for any/all future absences.

Once a student has reached fifteen (15) days of total absences per year, a social worker will make contact with the family to offer support and/or resources of varying degrees.

A pattern of chronic tardiness may result in written notification to the parents/guardians and/or a social worker referral.

## **PARENT RESPONSIBILITIES**

Parents have responsibility for requiring and promoting their child's regular school attendance, the first step in achieving academic success.

Missouri School Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent:

EVERY PARENT/GUARDIAN OR OTHER PERSON IN THIS STATE HAVING CHARGE, CONTROL OR CUSTODY OF A CHILD BETWEEN THE AGES OF SEVEN (7) AND SIXTEEN (16) YEARS SHALL CAUSE THE CHILD TO ATTEND REGULARLY SOME PUBLIC, PRIVATE, PAROCHIAL PARISH, OR HOME SCHOOL NOT LESS THAN THE ENTIRE SCHOOL TERM OF THE SCHOOL WHICH THE CHILD ATTENDS (RSMo. 167.031).

Parents/guardians are responsible for notifying the school office of their child's absence. **A phone call should be made to 636.891.6965 to verify the absence on the day of the absence.**

In the event of an attendance problem, parents/guardians and the school shall cooperatively work to resolve the situation.

Parents planning to take a student out of school are responsible for making advance arrangements with the school administration.

## **\*TRIPS/VACATIONS**

A parent should notify the office if a student will be taking a trip or a vacation. The procedure outlined under "Excused Absences" will be followed in these situations. A "PLANNED ABSENCE FORM" (available in the office) needs to be filled out to notify teachers of the absence. This process allows the student to pick up advance assignments and make up work. This is an excused absence from school. **ARRANGEMENTS FOR A TRIP OR A VACATION ARE TO BE MADE AT LEAST THREE DAYS IN ADVANCE.** Also refer to item 6 under excusable absences.

## **BULLYING**

The district is committed to a safe and civil educational environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior. Bullying of students is prohibited on all school property, at any school function, and on a school bus.

Bullying is defined as the intimidation, unwarranted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property, substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyber-bullying, electronic or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying is defined as bullying under this policy through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. Pursuant to Missouri Statute Section 160.775, the district has jurisdiction to prohibit cyberbullying that originates on a school's campus or at a district activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a district activity using the student's own personal technological resources. The school district may discipline any student for such cyberbullying to the greatest extent allowed by law.

Students are encouraged to report behavior they consider to be bullying to their teacher or the principal. The district prohibits reprisal or retaliation against any person who reports an act of bullying and the consequence and appropriate remedial action for a person who engages in reprisal or retaliation.

*First Offense:* Up to ten (10) school days out-of-school suspension  
\* (see more in-depth description below)

*Subsequent Offenses:* In-school suspension or three (3) to one hundred eighty (180) school days out-of-school suspension, or expulsion, and possible documentation in student's discipline record  
\*(see more in-depth description below)

#### **\*Basic Components of Bullying**

- Repeated – Incidents of bullying happen multiple times by the same person or group of people toward the same individual.
- Intentional – There is intent to harm an individual through actions and/or words.
- Power-based – The incident occurs where there is an unbalance of power between the individuals.

#### **\*School Response to Bullying Incidents**

*First Offense:*

1. Administrator and counselor will work with each other when a bullying incident is reported.
2. The student reporting will fill out the CMS Student Bullying/Bystander Report on his/her own.
3. The counselor will meet with the student who filled out the report and discuss it. The counselor and administrator will determine if this is an incident of bullying. If it meets the criteria, the counselor will explain to the student the next steps (counselor meeting with the accused bully and follow up) and call the student's parent.
4. The accused bully will fill out the Bullying Behavior Interview on his/her own first and will then meet with the counselor to discuss it. The counselor will also explain next steps to the accused bully (warning, phone call home and follow up).

If the bullying continues (same target or different targets), the following consequences will occur:

*Second Offense:* Meeting with student, parent, counselor and administrator and one (1) to three (3) school days in-school suspension

*Third Offense:* Up to three (3) school days out-of-school suspension

*Fourth Offense:* Minimum of five (5) school days out-of-school suspension

The follow-up conversations with the accused bully and the target are crucial. Both the target and accused bully will have follow-up conversations to check on any repeated incidents or incidents of retaliation.

### **BUS MISBEHAVIOR**

When students arrive by bus, they must remain on campus and enter the building immediately. Students are to board buses in an orderly fashion. No students who leave campus and then come back will be permitted to board their bus. Students must remain in the bus boarding area. Once on the bus, students are to take seats immediately without excessive noise or horseplay.

Students are to have assigned seats at all times on the bus. Students who are considered to be discipline problems of any nature should be seated in front of the bus in order that they may be more closely supervised.

The school bus is an extension of the school. Therefore, the same student controls apply here as in the classroom. If practical means for transportation are not possible, as determined by the principal, students may make up class work missed due to suspension from the bus. Students' and drivers' responsibilities are as follows:

1. Before getting on the bus (at the bus stop and at the school)
  - a. Be on time at the designated school bus stop; keep the bus on schedule.
  - b. Stand at least ten feet back of the roadway if possible. Remain in the driveway whenever possible. Orderly and safe conduct shall prevail at all bus stops.
  - c. Bus riders will not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
2. While on the bus
  - a. The driver is in charge of the students and the bus. Students must obey the driver promptly.
  - b. Good classroom conduct is to be observed by students while riding on the bus except for ordinary conversation.
  - c. The seats are designed for three students and no student shall stand. Students shall not save seats.

- d. Keep heads and hands inside the bus at all times.
  - e. Be orderly and quiet while traveling in a bus. Scuffling, fighting, eating, drinking, spitting, using obscene language and smoking are forbidden. (Remember that loud talking and laughing and unnecessary confusion divert the driver's attention and may result in a serious accident.)
  - f. Assist in keeping the bus safe and sanitary at all times by not throwing paper and other rubbish on the floor of the bus.
  - g. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., must be paid for by the offender.
  - h. Do not tamper with the bus or any of its equipment.
  - i. Keep books, packages, coats and all other objects out of the aisle. Be especially careful with any glass containers being taken to and from school.
  - j. Help look after the safety and comfort of small children.
  - k. Do not throw anything out the bus window.
  - l. Do not leave your seat while the bus is in motion.
  - m. Students are expected to be courteous to fellow students and to the bus driver.
  - n. Be absolutely quiet when approaching a railroad crossing.
  - o. In case of a road emergency, students must remain in the bus unless otherwise instructed by the driver.
  - p. Every bus rider must abide by these rules or be deprived of the right to ride on the bus.
  - q. Missouri law does not permit animals aboard a school bus.
3. After leaving the bus
    - a. If it is necessary to cross the road after getting off the bus, do so at least ten feet in front of the bus, and ONLY after looking to be sure that no traffic is approaching from either direction, and at the direction of the driver.
    - b. Help look after the safety and comfort of small children.
    - c. Be alert to the danger signal from the driver.
    - d. The driver will not discharge riders at places other than at the regular bus stops unless by proper authorization from the parent and school officials.
  4. While on special trips
    - a. The above rules and regulations will apply to any trip under school sponsorship.
    - b. Students shall respect the wishes of a competent chaperone furnished by the school. The chaperone is to work with the bus driver who is in charge of the bus.

### **DISTRICT GUIDELINES FOR HANDLING DISCIPLINE PROBLEMS ON THE SCHOOL BUS**

In the event of a discipline problem, the bus driver shall speak privately to the student. If a large group is involved, the driver shall speak to the group.

Problems that cannot be settled by the driver will be referred to the principal. All problems referred to the principal shall be submitted on the "Misconduct Report" form. Following are guidelines for handling discipline problems:

- |                        |  |
|------------------------|--|
| <i>First Offense:</i>  | On the first written misconduct report, the principal will confer with student and contact parent/guardian by phone or letter. It will be within the discretion of the principal to decide whether it is necessary to send a written report to the parent/guardian of the student.   |
| <i>Second Offense:</i> | On the second written misconduct report, the student is to be suspended from the transportation system until communication has been made between parent/guardian and principal attempting to resolve the problem.  |
| <i>Third Offense:</i>  | On the third written misconduct report, the student shall be suspended automatically two (2) to ten (10) school days from the transportation system. The seriousness of the offense shall determine the exact length of the suspension.  |
| <i>Fourth Offense:</i> | On the fourth written misconduct report, the student may be suspended from the bus indefinitely. At this time, a conference will be held with the following people in attendance: <ol style="list-style-type: none"> <li>a. Building Principal/designee</li> <li>b. Assistant Principal</li> <li>c. Director of Transportation/designee</li> <li>d. Student</li> <li>e. Parent/guardian</li> </ol> All other interested people may be included in this conference if it seems necessary. It will be the responsibility of this group, under the direction of the building principal/designee, to discuss and decide whether the student will be allowed to ride the bus for the remainder of the school year. Director of Transportation may review. |

Unusually serious offenses, i.e., student threatening another student, smoking, or shooting fireworks, will be dealt with individually.

If a student is smoking or holding a lighted cigarette on the bus, he/she will be suspended from school for five (5) school days. A repeat of the offense may lead to permanent suspension from school transportation.

The parent/guardian must be notified when a student is denied transportation. Any student who is brought to school on the transportation system must be taken home on the transportation system or discharged to the supervision of a school authority. A driver must never put a student off the bus other than at the student's regular stop; however, the driver may take the student back to school. If it is necessary to discharge the student at the school, the student must be discharged into the supervision of a school authority. With written parent permission and approval of the principal, the student may be let off at another stop, provided that it is a regular stop and that the student will not have to cross more than two lanes of traffic to get to his/her home.

### **BUS MISCONDUCT**

Any offense committed by a student on a District-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

### **\*CAFETERIA CONDUCT**

Lunchtime is a time for students to relax, socialize with their friends and have a nourishing meal. To insure that this is a pleasant experience for all, the following rules and guidelines must be adhered to by everyone. It is essential that students do not disturb any classes on their way to and from the cafeteria, or at any time during the lunch period. Students who experience a problem are encouraged to discuss the situation with a cafeteria supervisor as soon as possible.

1. Students going to and from the Cafeteria should walk in an orderly manner. There should be no running, pushing or shoving at any time.
2. Students must be in the Cafeteria area when the tardy bell rings.
3. Students should form single file lines to purchase food. Students may not cut in line or allow others to cut in line with them.
4. Students may not purchase items for other students.
5. For the safety of everyone, food or objects propelled in any manner will not be allowed in the school.
6. Students may socialize with their friends, but at no time engage in running, pushing, hitting, throwing food or other forms of horseplay or harassment.
7. Students should be seated at tables at all times so as not to block walkways or aisles. The number of students around a table will be limited to the established number of seats.
8. Students should not leave book bags, purses or other personal items on their tables unattended.
9. When finished eating, student should: clean up their eating area, including the floor around their chair; throw away their own trash in the proper receptacle; return their own tray to the window or cart, stacking it neatly in the appropriate area; return to their original seat; and push in their chair when dismissed by the Cafeteria Supervisor.
10. During the lunch periods, all students must report to the Cafeteria. Students will be allowed to only use the restrooms that are inside the Cafeteria. All other areas are off limits, including the Gym building, Courtyard, Grade Level Centers and all other parts of the campus.
11. Students will be dismissed by a supervising teacher to report to their next period class. The bell does not dismiss students.

Failure to comply with cafeteria rules may result in disciplinary action. This action may include a reminder, assigned seats, going to the end of the line, trash pickup duty, student/teacher conference, lunch detention, parent conference, in-school suspension and/or suspension.

### **\*CHEWING GUM**

Students will only be allowed to chew gum in class with the permission of the teacher.

### **\*CLASSROOM BEHAVIOR STANDARDS/DISCIPLINE PROCEDURES**

Disciplinary procedures are an effort to keep a student in school and to maintain an active educational process for students. The steps require the cooperation of teachers, counselors, students, parents and administrators. At times, the problems faced by the student and his or her parents can be dealt with and improved by school professionals, but

we believe the initial responsibility for the student's attitude and behavior is with the parents. That is the reason we believe that all our disciplinary efforts require the interest and support of the parents. Only in such a cooperative manner can we hope to show the student the problem and attempt to correct that problem.

The classroom teacher is the person in charge at all times during school. Students are expected to:

1. Show respect for their teacher.
2. Carry out all reasonable requests by their teacher. Failure to do so will be considered insubordination and will not be tolerated.
3. Follow all rules set up by the teacher.
4. Be in their assigned seats and have proper class materials when the tardy bell begins to ring.
5. Respect the rights of others. Any disruptive behavior will not be tolerated.
6. Work on their lessons when given class time to do so.

Any breach of the above mentioned guidelines will be handled as a discipline problem and will be dealt with by one or more of the following:

1. Teacher-student conference
2. Parent contact by letter or phone
3. Student detention
4. Student-counselor conference
5. Student-teacher-counselor conference
6. Parent conference
7. Student-principal conference
8. Suspension from school
9. Any other action deemed necessary by the principal to correct the problem

### **CORPORAL PUNISHMENT (Prohibited)**

No person employed by or volunteering for the District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable force against a student to protect themselves, other persons or property.

### **DAMAGING/DEFACING PROPERTY**

Any damages to school property due to willful or inappropriate behavior will result in payment for damages. In addition, the student will be suspended up to ten (10) days out of school and a referral to legal authorities may result. There may also be an additional one hundred seventy (170) school days suspension recommended and a referral to legal authorities may result.

Any willful damages to staff property resulting from a school-related situation will result in payment for damages. In addition, the student will be suspended one (1) to ten (10) school days and a referral to legal authorities may result.

### **\*DETENTION**

If a student's behavior is disruptive and/or the teacher's efforts in the classroom have met with little success, a student may be placed in detention. The student will receive written notification regarding the reason for the detention along with the date of the assigned detention on the detention form. Parents are to be contacted by phone prior to the assigned date.

1. Detention is assigned by teachers and the administration.
2. Detention will be assigned during the student's lunch period and/or after school. After-school detention will begin at 2:25 and end at 3:25, Tuesday, Wednesday and Thursday.
3. After-school detention **MAY NOT BE SERVED UNLESS A PARENT SIGNATURE APPEARS** on the form or parent contact has been made by phone by the teacher assigning detention.
4. If the student is ill or absent from school during detention assignment, he/she will make it up the day he/she returns to school, if appropriate.
5. Students participating in activities **WILL NOT** be excused from after-school detention. They have the obligation to inform the sponsor that they will be remaining after school for the specified number of days.

6. Students should bring books, coats, etc. to detention with them. Students will not be allowed in other areas of the school following detention.

### **Failure to Serve Detention**

Students who fail to stay for assigned detention(s) may be assigned additional detention or up to three (3) school days of out-of-school suspension. Subsequent offenses could result in an out-of-school suspension.

### **DISPARAGING OR DEMEANING LANGUAGE**

Disparaging or demeaning language is defined as the use of words or actions, verbal, written or symbolic meant to harass, discriminate against or injure another person; i.e., threats of violence or harassment or defamation of a person's race, color, national origin, ethnicity, disability, sexual orientation or perceived sexual orientation, consistent with Policy and Regulation 2130.

<i>First Offense:</i>	Up to ten (10) school days out-of-school suspension
<i>Subsequent Offenses:</i>	In-school suspension or three (3) to one hundred eighty (180) school days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

### **DISRESPECTFUL CONDUCT OR SPEECH**

Disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings directed at a staff member will have the following consequences:

<i>First Offense:</i>	Up to ten (10) school days out-of-school suspension
<i>Subsequent Offenses:</i>	Eleven (11) to one hundred eighty (180) school days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

### **DISRUPTIVE SPEECH OR CONDUCT**

Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions is prohibited. The Board specifically prohibits any assembly or public expression at school-sponsored activities and events that advocate the use of substances that are illegal to minors.

<i>First Offense:</i>	Up to ten (10) school days out-of-school suspension
<i>Subsequent Offenses:</i>	In-school suspension, one (1) to one hundred eighty (180) school days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

### **DRESS CODE AND PERSONAL APPEARANCE**

The general atmosphere of a school must be conducive to learning. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the action to be taken.

#### ***CLOTHING***

- Clothing that promotes disruptive behavior, and/or displays images, including but not limited to, drugs, alcohol, tobacco and/or its products, violence, sex, or hate groups is prohibited from campus and must be covered or removed.
- Pants must be worn at an appropriate waistline and undergarments should not be visible.
- Shorts and skirts must be mid-thigh in length.
- Strapless tops, strapless dresses, halter tops, tank tops, T- or spaghetti-strap tops, mesh shirts or shirts which show a bare midriff are not allowed to be worn without a jacket over them.
- Slippers, pajamas and pajama pants are also prohibited from campus.

<i>First Offense:</i>	Warning
<i>Second Offense:</i>	Warning with parent phone call by teacher or grade level principal or counselor
<i>Third Offense:</i>	After-school detention and parent phone call by grade level principal



## **EXTORTION**

Extortion is defined as threatening or intimidating any student for the purpose of obtaining money or anything of value.

- First Offense:* Three (3) to ten (10) school days out-of-school suspension  
*Subsequent Offenses:* Five (5) to one hundred eighty (180) school days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

## **FALSE ALARMS (DIALING 911, FIRE ALARM, BOMB THREATS, ETC.)**

False alarms are defined as tampering with emergency equipment, setting off false alarms or making false reports (including but not limited to dialing 911, false fire alarms, bomb threats, etc.)

- First Offense:* Ten (10) to one hundred eighty (180) school days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and referral to proper legal authorities  
*Subsequent Offenses:* Ten (10) to one hundred eighty (180) school days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and referral to proper legal authorities

## **FIGHTING**

Fighting is defined as mutual combat in which both parties have contributed to the conflict by physical action.

- First Offense:* Three (3) to one hundred eighty (180) school days out-of-school suspension, or expulsion, and possible documentation in student's discipline record  
*Subsequent Offenses:* Six (6) to one hundred eighty (180) school days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

Never should additional persons enter a fight. If this happens, the additional persons entering the fight will be suspended out of school five (5) to ten (10) school days with a possible recommendation for a suspension up to one hundred eighty (180) additional school days. Students instigating, disrupting, or failing to disperse (immediately) when instructed will be suspended out of school five (5) to ten (10) days with a possible recommendation for a suspension up to one hundred eighty (180) days.

## **FIRE**

A student who intentionally sets a fire, attempts to set a fire, or participates in an act which results in a fire on school property, buses, or at a school-sponsored activity off school property will be suspended for up to ten (10) school days out of school, with a possible recommendation for a suspension up to one hundred eighty (180) school days and/or expulsion. A report may be filed with the fire and/or police departments. Any damage to school property due to a fire that has been intentionally set by a student will result in the assessment of damages. Subsequent offense(s) will result in expulsion, notification to law enforcement officials, and documentation in student's discipline record. Any damage to school property will result in the assessment of damages.

## **FIREWORKS/EXPLOSIVES/AMMUNITION**

The use of fireworks, explosives, or ammunition creates a hazard to both life and property. Therefore, any student setting off a firework, explosive, or ammunition anywhere on school property, buses or at a school-sponsored activity off school property will be suspended up to ten (10) school days out of school, with a possible recommendation for a suspension up to one hundred eighty (180) school days and/or expulsion. Legal authorities may be contacted. The possession or sale of a firework, explosive, or ammunition anywhere on school property, buses, or at a school-sponsored activity off school property will result in an out-of-school suspension of up to ten (10) school days for the first offense. A longer suspension may be given by the Superintendent/designee in the event that sale or possession takes place more than once. Legal authorities may also be contacted.

The following consequences apply to possession and/or use of Snap-N-Pops:

<i>Possession:</i>	One (1) school day in-school suspension
<i>First Offense Setting off Snap-N-Pops:</i>	Two (2) school days in-school suspension
<i>Subsequent Offenses:</i>	One (1) to three (3) school days out-of-school suspension

## **GAMBLING**

Any student found gambling will be referred to the office. The consequences of gambling may include up to ten (10) school days out-of-school suspension.

## **GANGS/HATE GROUPS/CULTS**

In order to prevent disruption and violence, gang/hate group/cult membership and activities are strictly forbidden at school, on school grounds, school buses, or any school-sponsored activity off school grounds. Students who intentionally use gang-type language and/or gang-type symbols or students who intentionally wear particular colors or clothing with the purpose of gang identification, may be suspended from school for up to five (5) school days. Such behavior that creates a severe disruption to the school environment may result in a suspension for a longer period of time.

## **HABITUAL BEHAVIORAL REFERRALS TO THE OFFICE**

Behavioral referrals in excess of ten (10) for the year may result in increasing consequences of three (3) school days in-school suspension up to ten (10) school days out-of-school suspension.

## **\*HALL PASSES**

Students out of class during regular class time should have a hall pass. Teachers are expected to issue hall passes when students leave the classroom.

## **\*HALLWAY MANNERS**

Students shall not run, push, shove or engage in horseplay when in the school building or on the school grounds. A teacher conference, administrative conference, detentions, a parent conference and/or a suspension may be assigned when this behavior becomes excessive. Students should also WALK on the right side of the corridor. Students who experience multiple problems in the hallway may have hall privileges restricted.

## **HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

### ***SEXUAL HARASSMENT***

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct that may constitute sexual harassment include:

- Sexual advances
- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
- Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts
- Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another
- Graffiti of a sexual nature
- Sexual gestures
- Sexual or dirty jokes
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating other students as to sexual activity or performance
- Unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

### ***HARASSMENT BECAUSE OF RACE OR COLOR***

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct that may constitute harassment because of race or color include:

- Graffiti containing racially-offensive language
- Name-calling, jokes, or rumors
- Threatening or intimidating conduct directed at another because of the other's race or color
- Notes or cartoons
- Racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
- Other kinds of aggressive conduct such as theft or damage to property that is motivated by race or color

### ***HARASSMENT BASED UPON NATIONAL ORIGIN OR ETHNICITY***

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct that may constitute harassment because of national origin or ethnicity include:

- Graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
- Jokes, name-calling, or rumors based upon an individual's national origin or ethnicity
- Ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- Written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin
- Other kinds of aggressive conduct such as theft or damage to property that is motivated by national origin or ethnicity

### ***HARASSMENT BECAUSE OF DISABILITY***

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct that may constitute harassment because of disability include:

- Graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- Threatening or intimidating conduct directed at another because of the other's physical or mental disability
- Jokes, rumors, or name-calling based upon an individual's physical or mental disability
- Slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability
- Graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- Other kinds of aggressive conduct such as theft or damage to property that is motivated by an individual's physical or mental disability

### ***HARASSMENT BECAUSE OF GENDER***

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct that may constitute harassment because of gender include:

- Graffiti containing offensive language
- Name-calling, jokes, or rumors
- Threatening or intimidating conduct directed at another because of the other's gender
- Notes or cartoons

- Slurs, negative stereotypes, and hostile acts which are based upon another's gender; written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to gender
- Other kinds of aggressive conduct such as theft or damage to property that is motivated by gender

### ***HARASSMENT BECAUSE OF SEXUAL ORIENTATION OR PERCEIVED SEXUAL ORIENTATION***

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct that may constitute harassment because of sexual orientation or perceived sexual orientation include:

- Graffiti containing offensive language
- Name-calling, jokes, or rumors
- Threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation
- Notes or cartoons
- Slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation
- Other kinds of aggressive conduct such as theft or damage to property that is motivated by sexual orientation or perceived sexual orientation

### ***REPORTING PROCEDURES***

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, ethnicity, disability, sexual orientation or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment or harassment based on race, color, sex, national origin, ethnicity, disability, sexual orientation or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receive a report of discrimination, sexual harassment, or harassment based on race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Compliance Officer. If the report was given verbally, the principal shall personally reduce it to written form within twenty-four (24) hours and forward it to the Compliance Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the District Compliance Officer by the reporting party or the complainant.

2. The District Compliance Officer shall:
  - Receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, color, national origin, ethnicity, disability, sexual orientation or perceived sexual orientation;
  - Oversee the investigative process;
  - Be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
  - Arrange for necessary training required for compliance with this Regulation; and insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post this Regulation against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer, the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of this Regulation shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the School Board in consultation with the District Compliance Officer determines is necessary or appropriate.

This Regulation shall be reviewed at least annually for compliance with state and federal law.

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

### ***INVESTIGATION***

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, ethnicity, disability, sexual orientation or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the School District shall consider:

- The nature of the behavior
- How often the conduct occurred
- Whether there were past incidents or past continuing patterns of behavior

- The relationship between the parties involved
- The race, national origin, ethnicity, sex, and age of the victim
- The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
- The number of alleged harassers
- The age of the alleged harassers
- Where the harassment occurred
- Whether there have been other incidents in the school involving the same or other students
- Whether the conduct adversely affected the student's education or educational environment
- The context in which the alleged incidents occurred

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed no later than fourteen (14) days from receipt of the report. The District Compliance Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The District Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

### ***SCHOOL DISTRICT RESPONSE***

1. Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:
  - What response is most likely to end any ongoing harassment
  - Whether a particular response is likely to deter similar future conduct by the harasser or others
  - The amount and kind of harm suffered by the victim of the harassment
  - The identity of the party who engaged in the harassing conduct
  - Whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this Regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that his conclusion is erroneous may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
4. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

## ***RETALIATION***

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, color, disability, national origin, ethnicity or sexual orientation will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **\*HORSEPLAY/EXCESSIVE HORSEPLAY/SCUFFLING**

Horseplay, play fighting, play boxing, play kickfighting, pushing, shoving, spitting, "booking" (knocking people's books out of their hands), and slamming lockers, etc., can cause injury or more serious discipline problems such as fighting. Therefore, horseplay of any kind may result in disciplinary action. This action may include an administrative conference, detention, a parent conference and/or suspension.

## **INSUBORDINATION**

Insubordination is defined as willful or continued willful disobedience of any reasonable requests or regulations, or voicing of disrespect to those in authority. Students involved in such behavior may receive up to ten (10) school days in-school suspension or out-of-school suspension. Repeated offenses may result in a recommendation to the Superintendent/designee for an additional penalty up to one hundred seventy (170) school days and/or expulsion and legal authorities may be contacted.

## **INTERNET ACCEPTABLE USE POLICY**

A major goal of the District is to promote educational excellence by facilitating resource sharing, innovation, and communication by providing access to electronic-based information technology, including electronic mail (email) and Internet access to students, staff, teachers and administrators in the District. Technology, used as an educational tool, can enhance student learning and expand the scope of instruction in many innovative ways. The Internet and email are to be used in a manner that is consistent with the District's standards of conduct and as part of the normal execution of the employee's or student's responsibilities. Use of these technology resources in a disruptive, inappropriate or illegal manner impairs the District's mission, wastes resources and will not be tolerated. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.

### **All Rockwood School District computer users should be aware of the following:**

- All users granted access to the District's technology resources are expected to maintain a high level of professional and personal responsibility. Employee handbooks and the Behavioral Expectations policy contain the existing rules and clearly apply to students and employees conducting electronic research or communication.
- Limited personal use of the District's internet and email resources by authorized employees is permitted to the extent that it does not impact job performance and does not include activities that violate any provision of District policies or regulations or procedures, hinder the use of the District's technology for the benefit of its students or waste District resources.
- If an employee witnesses a violation of the internet usage regulation, the employee shall report the incident to their supervisor.
- If a student witnesses a violation of the internet usage regulation, the student shall report the incident to the building principal.
- The Rockwood School District filters Internet content. This limits the Internet sites that can be accessed by all network computer users including students, teachers, administrators, other staff and visitors. Because e-rate funds are used to provide the District's Internet access, the District must comply with the Children's Internet Protection Act (CIPA) by using a CIPA compliant content filtering system. These limits do not provide a foolproof filter to limit access to controversial material and the Rockwood School District will not be liable for any damages as a result of accessing objectionable material.
- All electronic-based information technology activity, including email and Internet searches, are subject to monitoring by the Rockwood School District technology staff and students and employees have no right of privacy in any such data. Any discovered computer activity including, but not limited to an email message or Internet search that deals with inappropriate or illegal activities will be reported to the appropriate authority. Personal information and personal data files from individuals suspected of committing a crime may also be turned over to investigators by administrators of the District. The



District will comply with any search warrants including those issued under the USA Patriot Act of 2001 which targets terrorist offenses.

- Passwords are not to be used by unauthorized individuals. Individuals provided with system passwords will assume responsibility for the proper use of those passwords. If a student or staff member feels that there is a security problem on the network, misuse of a District password, or a compromised password should report the matter immediately to the Technology Help Desk.
- All users must abide by existing state and federal laws regarding electronic communication, including accessing information without authorization, sharing passwords, or causing a system to malfunction. All users must abide by all Rockwood School District regulations and policies governing electronic data and electronic mail (email) retention.
- All software installed on district servers must be approved prior to installation by the Technology Department. Student projects posted on District servers must follow District guidelines for acceptable content. District policies and regulations on student publications will also extend to school-sponsored web publications.
- Students or employees who engage in investigatory activities commonly described as “hacking” are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.
- Students and employees are expected to abide by generally accepted rules of electronic network etiquette: be polite in all communications; use appropriate language; do not share personal information other than as required by the District; do not damage, disrupt or prohibit use of the network by others; assume all transmissions via the network are public.
- Consequences for violating the District’s Internet Usage Policy and Regulation will be enforced and include, but are not limited to: suspension of District network privileges; revocation of network privileges; suspension of computer and Internet access; revocation of computer and Internet access; school suspension; expulsion; employee disciplinary action up to and including dismissal; legal action to recover financial damages; criminal legal action.

**The following activities are among those not allowed on Rockwood School District’s network and constitute a violation of the Rockwood School District Policy/Regulation 6321:**

- Sharing confidential information about students or employees other than in the discharge of professional duties
- Accessing harmful, abusive, obscene, pornographic, descriptions of destructive devices, hateful, unlawful or otherwise objectionable material under current District policy or legal definitions
- Using obscene, vulgar, harassing or libelous language in electronic data files or email
- Harassing, threatening, insulting or harming others in any way via email, electronic data or other network access
- Attempting to compromise security systems by any means or technology
- Using or capturing other users’ passwords
- Sharing your password with other users
- Attempting to access without consent, destroy or damage the data files of others
- Running packet capture or network sniffer programs or systems without approval from the Technology Department
- Running network discovery or monitoring systems without approval from the Technology Department
- Intentionally distributing a computer virus, Trojan horse or any other type of malware program on District computers or network devices
- Downloading, filing, relaying or running any game or entertainment software or game server software, including games that run inside of web browsers except for specific instructional purposes
- Running programs designed to disrupt the network or create a denial of service of any District system or external system
- Running peer to peer file sharing systems without approval from the Technology Department
- Bypassing or defeating the web content filtering system without approval from the Technology Department
- Intentionally running programs that may “crash” or render the network and/or its components unreliable
- Utilizing or attempting to use any wireless personal computing device to connect to Rockwood School District’s network without prior approval for purposes other than approved, including but not limited to downloading music, videos, or other data files
- Utilizing or attempting to use any wireless personal computing device to disrupt the Rockwood School District wireless network
- Utilizing the network including the email system for soliciting, advertising, fundraising, commercial purposes or for financial gain, unless authorized by the District
- Utilizing the network for gambling or other illegal activities
- Claiming copyright privileges over files, data and/or materials developed in the scope of employment
- Violating any copyright laws
- Downloading, distributing or copying copyrighted software in violation of copyright laws
- Downloading, distributing or copying copyrighted music, videos, or any type of data in violation with copyright laws
- Downloading or installing any software package without the approval of the Technology Department
- Downloading onto District computers legally obtained music or video files that are not required for school assignments or instructional purposes

- Using streaming media players (audio or video) that are not required for school assignments or instructional purposes
- Sending anonymous email

**The Rockwood School District will not be responsible or liable for any of the following:**

- Information retrieved or lost through the District's computers or network
- Information stored by users on the District's diskettes, hard drives, file servers or other media
- Damage to personal property as a result of accessing the District's network and/or computers
- Controversial information and materials not blocked by the District's Internet filtering system
- User financial obligations caused by the authorized or unauthorized purchase of goods and/or services via the District's network.

**MATCH OR CIGARETTE LIGHTER**

POSSESSION: Any student in possession of a match or cigarette lighter will be disciplined as follows:

- First Offense:* Confiscation and a minimum of one (1) school day in-school suspension or until satisfactory parent/guardian conference
- Subsequent Offenses:* Two (2) school days out-of-school suspension

Any student who strikes a match or lights a cigarette lighter while on school property will be suspended three (3) school days in-school suspension or until a satisfactory parent/guardian conference for the first offense. Additional offenses will result in three (3) school days out-of-school suspension.

**\*MISSILES**

For the safety of everyone, objects thrown or propelled in any manner cannot be allowed in the classroom. The consequences of breaking this rule will depend upon the seriousness of the offense.

**MONEY, STUDENTS IN POSSESSION OF LARGE AMOUNTS**

Students are strongly discouraged from having large amounts of money at school and the school cannot be held responsible for money that is lost, misplaced or taken. Since it is felt that generally there is no good reason for having large amounts of money at school, a conference will be held with the parent/guardian of the student who has large amounts of money in his/her possession.

**MULTIPLE ACTS OF MISCONDUCT**

Students who engage in multiple acts of misconduct may receive eleven (11) to one hundred eighty (180) school day suspension or expulsion. Multiple offenses are defined as more than three (3) serious violations that require out of school suspension occurring within a period of two school years.

**\*NUISANCE ITEMS (IPODS, ELECTRONIC DEVICES, ETC.)**

We encourage all nuisance items that may cause a disturbance, such as electronic devices, to be left at home as these are very expensive items. In the event an electronic device is brought to school, it is not to be turned on during school hours, in sight or out in the open, or in use without written consent of the teacher. These items include but are not limited to: electronic games, gambling materials, IPODS/cd players, magazines, playing cards, radios, skateboards, stuffed animals, toys, whistles and other items which may detract from or interfere with the school program.

Nuisance items may be confiscated and later returned to the student or parent if their presence or use creates a disturbance to the maintenance of an atmosphere for orderly learning. Persistent violations may result in assignment of detention or suspension.

### **\*OVERT DISPLAY OF AFFECTION**

Any display of affection between students while at school must be limited to holding hands. Any action beyond this limit will be referred to the office.

<i>First Offense:</i>	Conference
<i>Second Offense:</i>	Parent contact
<i>Third Offense:</i>	Suspension until parent conference

### **\*PARTICIPATION IN SCHOOL ACTIVITIES**

All students who represent the school in activities must attend school for the full day of classes in order to participate. They must be in regular full day attendance the day the activity is scheduled unless the activity is in another city and it is necessary that the student be absent, or unless the activity is scheduled on a day when school is not in session. A full day of school is defined as being in school before the first period ends. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. An unexcused absence will prevent the student from competing that particular day and it will prevent the student from competing until a full day of classes has been attended.

Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as a written doctor's excuse is provided to the coach or sponsor.

### **PERSONAL TECHNOLOGY DEVICES**

Students in grades 6-8 may possess and use personal technology devices at school only in accordance with the conditions set below:

Personal technology devices may be used on school premises before the school day begins and after the school day ends. Use of these devices on school premises during the school day is prohibited unless they are used for instructional purposes only as deemed appropriate and necessary by staff.

Classroom teachers and building administrators will determine when and how personal technology devices can be used. There will be times when use of these devices will not be allowed.

Students are prohibited from using devices in dressing rooms, locker room or restrooms. Camera recording devices may not be used at any time at school or on school buses.

Use of or display of these items at times other than described may result in up to three (3) days in-school suspension. Repeated offenses could result in increased consequences. If such items are used in such a way as to substantially disrupt the school environment, the student may be suspended for up to ten (10) school days out-of-school, with a possible recommendation for a suspension up to one hundred eighty (180) school days or expulsion. School administrators will investigate the reason for use of an electronic device by a student to determine if other district policies are also applicable, which could result in an increase in the discipline, (i.e., using a personal technology device for the purpose of cheating on a test would also be subject to policies governing academic dishonesty). Laser pointers are allowed only for class demonstration purposes. The district will not be responsible or liable for any damage, loss or theft of personal technology devices (Regulation 6320).

The administration may search personal technology devices if they have reasonable suspicion that a search would reveal school rules have been violated.

#### **\*If a student does not follow the above conditions, the following steps will be taken:**

<i>First Offense:</i>	Warning given by teacher and recorded in Infinite Campus
<i>Second Offense:</i>	Discipline referral by teacher, parent contacted and detention assigned
<i>Third Offense:</i>	Discipline referral by teacher. Parent contacted by grade-level principal and one day ISS
<i>Subsequent Offenses:</i>	Discipline referral by teacher. Parent contacted by grade-level principal. Student may receive additional consequences as assigned by grade-level principal.

***\*Depending on severity of first infraction and disruption to the learning environment, grade-level administrator may escalate consequences.***

### **REFUSAL TO GIVE NAME**

Any student who refuses to give his/her proper name to a faculty or staff member will be suspended three (3) school days in-school suspension and/or until a satisfactory parent/guardian conference. Repeated offenses may result in an out-of-school suspension.

### **REFUSAL TO REPORT TO THE OFFICE**

Any student who refuses to report to the office will be suspended three (3) school days in-school suspension and/or until a satisfactory parent/guardian conference. Repeated offenses may result in an out-of-school suspension.

### **\*RESTROOM RESTRICTIONS**

A student(s) shall not knowingly enter or cause others to enter an area reserved for a person of the opposite sex. Students involved in such behavior will be suspended for three (3) to ten (10) school days out-of-school with a possible recommendation for a suspension up to an additional one hundred seventy (170) school days, and/or expulsion.

### **\*SCHOOL MIXERS**

Mixers will be held throughout the school year. These mixers are for Crestview students only. Students attending the mixer may not leave and return during the mixer. Students will not be admitted to the mixer after 30 minutes past the scheduled starting time unless permission is granted by the office prior to the day of the mixer. **All students attending a mixer must make prior arrangements to be picked up immediately after the conclusion of the mixer.**

### **SEXUAL MISCONDUCT**

A student, while on school grounds, school buses or while attending a school-sponsored activity, shall not forcibly and/or intentionally touch another person's sex organs or any other body part in a way which constitutes sexual contact whether or not such touching occurs through clothing. Nor shall a student knowingly expose the sex organs or body parts under circumstances in which such contact is likely to be offensive or otherwise inappropriate. Nor shall a student knowingly enter or cause others to enter an area reserved for a person of the opposite sex. Nor shall a student use a camera, camera cell phone, or other imaging device to take pictures or record any image of students or others in locations or under circumstances (1) where such persons are or may be partially clothed, including but not limited to, rest rooms or locker rooms and other changing areas; (2) when such images otherwise violate commonly held standards of privacy, including but not limited to, taking or attempting to take pictures underneath the clothing of another person; or (3) where students or others have some other reasonable expectation of privacy with respect to their person or conduct, including but not limited to, receipt of health care (and/or special education or other services related to a disability, even if not directly related to sexual misconduct). Students involved in such behavior will be suspended for three (3) to ten (10) school days out-of-school with a possible recommendation for a suspension up to an additional one hundred seventy (170) school days, and/or expulsion.

### **STEALING/POSSESSION OF STOLEN PROPERTY**

A student, while on school property, while using school transportation, or attending a school-sponsored activity off school property who steals an object or is in possession of stolen property, will be required to return the object to the rightful owner. If this is not possible, an assessment of the value of the object will be made and payment required. Disciplinary action may include up to ten (10) school days out-of-school suspension, and/or a recommendation to the Superintendent/designee for an additional penalty up to one hundred seventy (170) school days. Also, a referral may be made to legal authorities.

### **STUDENT ALCOHOL AND DRUG POLICY – REGULATION 2610**

The Board of Education's most important priority is the health, safety and welfare of District students. Therefore, students may not possess, consume, use, transfer, sell, distribute, deliver, manufacture, produce or attempt to possess, consume, use, transfer, sell, distribute, deliver, manufacture or produce or possess with intent to transfer, sell, distribute, deliver, manufacture, or produce and/or be under the influence of alcoholic beverages, controlled

substances, drugs, or other substances prohibited under this regulation, nor may they use, possess, sell, transfer, distribute, deliver, manufacture, produce or attempt to possess, consume, use, transfer, sell, distribute, deliver, manufacture or produce or possess with intent to transfer, sell, distribute, deliver, manufacture, or produce drug paraphernalia – while on school property; in any school-owned or operated vehicle or any other school-approved vehicle being used to transport students to and from school activities; or while participating in any school-sponsored or school-approved activity, event, or function, including but not limited to, field trips and athletic events, whether on or away from school property; or at any other time when students are under the care, custody, control and/or supervision of the District.

### ***DEFINITIONS, RELATED POLICIES, PROCEDURES***

For the purpose of this regulation, “controlled substances” shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in Chapter 195, RSMo. “Drug paraphernalia” shall have the same meaning as that term is used in Chapter 195, RSMo.

All medications, prescribed by an authorized prescriber, as well as all non-prescription medication, shall be administered in accordance with Policy 2870 – Administering Medications to Students.

The school administration or teachers shall have the right to conduct searches, as permitted by law applicable to public schools, of persons reasonably suspected to be in violation of this regulation at any time or location to which this regulation is applicable. Such searches shall be conducted in accordance with Policy 2150 – Searches by School Personnel.

Any student who, after being given an opportunity to present his/her version of an alleged violation of this regulation, is found by the administration and/or staff to be in violation of this regulation shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided by Board policy, and shall be referred to law enforcement authorities. Strict compliance is mandatory. All controlled and any other illegal substances shall be turned over to the local law enforcement agency.

A student may be separately charged with attempting to engage in conduct constituting any violation listed in this section when, with the purpose of committing the violation, a student does any act which is a substantial step towards the commission of the offense. A “substantial step” is conduct which is strongly corroborative of the firmness of the student’s purpose to complete the infraction. It is no defense under this section that the infraction attempted was, under the actual attendance circumstances, factually or legally impossible of commission, if such violation could have been committed had the attendant circumstances been as the student believed them to be.

### ***ALCOHOL AND DRUG PROCESS AND PREVENTION***

The District, pursuant to the requirement of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) inform students that drugs and alcohol are harmful and dangerous; (b) address the legal, social and health consequences of drug and alcohol use; and (c) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this regulation. All parents/guardians and students shall be provided with this information.

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

### ***DISCIPLINE***

The District believes that school is a special place. Possession, use or transfer of alcohol, cereal malt beverages and/or drugs or drug paraphernalia is inconsistent with the District’s educational objectives. To create a drug and alcohol free environment, the District will develop and maintain appropriate policy and procedures to address the areas of prevention, discipline and intervention.

## ***GENERAL PROHIBITIONS***

Students may not possess, consume, use, transfer, sell, distribute, deliver, manufacture, produce or attempt to possess, consume, use, transfer, sell, distribute, deliver, manufacture or produce or possess with intent to transfer, sell, distribute, deliver, manufacture, or produce and/or be under the influence of alcoholic beverages, controlled substances, drugs, or other substances prohibited under this regulation, nor may they use, possess, sell, transfer, distribute, deliver, manufacture, produce or attempt to possess, consume, use, transfer, sell, distribute, deliver, manufacture or produce or possess with intent to transfer, sell, distribute, deliver, manufacture, or produce drug paraphernalia – while on school property; in any school-owned or operated vehicle or any other school-approved vehicle being used to transport students to and from school activities; or while participating in any school-sponsored or school-approved activity, event, or function, including but not limited to, field trips and athletic events, whether on or away from school property; or at any other time when students are under the care, custody, control and/or supervision of the District.

## ***APPLICABILITY OF PROHIBITIONS***

The prohibitions set forth in this regulation do not include the possession and use of prescription medication by the student for whom the prescription was filled, so long as such possession and use conform to Board Policy 2870 – Administering Medicines to Students.

The prohibitions also do not extend to ordinary, unadulterated food or beverages (such as candy or soda) solely because they may contain substances (such as caffeine or sugar) otherwise prohibited under this regulation if such substances are used, possessed or transferred in a different or more concentrated form (such as glucose or caffeine pills or tablets).

The prohibitions set forth in this regulation do include but are not limited to all drugs, controlled substances, narcotics, stimulants, depressants and/or other prohibited substances that are in a form commonly associated with medication (whether prescription, non-prescription, controlled, over-the-counter, legal, and/or illegal), including but not limited to pills, capsules, tablets and/or liquids, whether in diluted or concentrated form (such as glucose or caffeine pills). The purpose of this regulation is to prohibit the possession, use, consumption, transfer, and/or sale of all substances represented to be a controlled, prescription, or illegal, as well as substances that are inherently dangerous and/or unlawful.

## ***UNDER THE INFLUENCE/POSSESSION OF/OR POSSESSION OF RELATED PARAPHERNALIA***

The possession, use, consumption, or attempt thereof, or being under the influence of alcohol, controlled substances, narcotics, counterfeit or imitation drugs, depressants, stimulants, hallucinogens, or other substances identified under this regulation – and the possession and/or use or attempt thereof, of drug paraphernalia – at any time or location to which this regulation is applicable is expressly prohibited.

Students who possess or attempt to possess any substance prohibited under this regulation, or who in the judgment of the administration and/or staff, show evidence of use, consumption, or being under the influence of alcohol, cereal malt beverage, or any other drug or substance prohibited under this regulation, may be suspended for a maximum of ten (10) days by the principal. A recommendation may be made to the Superintendent/ designee for additional days, up to and including expulsion. The matter will also be referred to the appropriate legal authorities. The suspension may be limited to ten (10) school days if the student has an intake assessment conducted at an approved resource agency and provides the school a written report of that assessment.

## ***SELLING OR DISTRIBUTING OR THE INTENT TO SELL OR DISTRIBUTE ALCOHOL, CONTROLLED SUBSTANCES, DRUGS AND RELATED PARAPHERNALIA***

Any student who sells and/or transfers, distributes, delivers, manufactures, produces or attempts to sell, transfer, distribute, deliver, manufacture or produce or possesses with the intent to distribute, deliver, manufacture, or produce alcohol, cereal malt beverage, drugs, controlled substances, drug paraphernalia, narcotics, counterfeit drugs, over-the-counter medications, depressants, stimulants or hallucinogens of any type at any time or location to which this regulation is applicable may be charged with violating this Regulation..

Students involved in such activity will receive a ten (10) day out-of-school suspension and referral to the superintendent for additional days of suspension of one hundred seventy (170) school days and a recommendation will be made to the Board that such student be expelled from school (further attendance will not be allowed at any District school) and the matter will be referred to law enforcement authorities.

However, a student who sells or transfers an over-the-counter medication (including but not limited to substances such as Tylenol, Midol, Advil, cold remedies, glucose or caffeine pills, etc.) – and who does not represent that the over-the-counter medication is a substance otherwise prohibited under this policy or any substance other than the actual medication – may, in lieu of expulsion, be placed in long-term in-school suspension (ISS). Such option shall depend upon the nature and severity of the misconduct at issue, as well as any prior misconduct. In the event the student is offered and the parent accepts enrollment in ISS, the student will not be recommended for expulsion. Acceptance of such enrollment shall also constitute a waiver of the student’s right to a hearing before the Board of Education regarding any long-term suspension (suspension of more than ten [10] days) that may have been imposed in connection with the transfer of the over-the-counter medication.

The administration will discuss any proposed suspension under the Student Drug and Alcohol Policy with the Superintendent/designee.

## **STUDENT SUSPENSIONS/EXPULSIONS**

### **Procedures for Suspension**

The following procedures apply to all students except those who are defined by Board policy as students with disabilities. Procedures applicable to students with disabilities are described in Board policies dealing with the discipline of students with disabilities.

1. Before suspending a student, a principal or Superintendent/designee must (a) tell the student, either orally or in writing, what misconduct he/she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension, and give the student an opportunity to present his/her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless he/she is a student with a disability. (If the student is a student with a disability, the procedures described in Policy and Regulation 2672 apply.)
3. The principal or Superintendent/designee should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or Superintendent/designee may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent/guardian, student and principal) have been held and have failed to change the student’s behavior.
4. If suspension is imposed, the student’s parents/guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the Superintendent/designee, who may revoke the suspension either part or in full, at any time.
6. The Superintendent/designee may modify discipline requirements on a case-by-case basis to comply with the discipline of students with disabilities as in accordance with the requirement of the Individuals with Disabilities Act (IDEA) and Section .504 of the Rehabilitation Act.
7. If a student is suspended for more than ten (10) school days, the following rules also apply:
  - a. The student and his/her parent/ guardian have a right to appeal the Superintendent/designee’s decision to the Board or a committee of the Board appointed by the Board president.
  - b. If the student gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the Superintendent/designee’s judgment, the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
  - c. All notices of appeal shall be transmitted, either by the appealing party or by the Superintendent/ designee, to the secretary of the Board. Oral notices, if made to the Superintendent/designee, shall be reduced to writing and communicated to the secretary of the Board.
  - d. The Superintendent/designee, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the Superintendent/designee, and the reasons for the action.
  - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by e-mail and/or regular mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
  - f. Hearings of appealed suspensions will be conducted as described in Policy 2671 dealing with student disciplinary hearings.

### **Suspension For More Than 180 School Days and Expulsions**

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

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the Superintendent/designee must (a) tell the student, either orally or in writing, what misconduct he/she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension, and give the student an opportunity to present his/her version of the incident.
2. If the Superintendent/designee concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless he/she is a student with a disability. (If the student is a student with a disability, the procedures described in Policy and Regulation 2672 apply.)
  - a. The Superintendent/designee will recommend to the Board that the student be expelled or suspended for more than 180 school days. The Superintendent/designee may also immediately suspend the student for up to 180 school days.
  - b. Upon receipt of the Superintendent/designee's recommendation, the Board will follow the procedures described in Regulation 2671 dealing with student disciplinary hearings.
3. If the student is expelled, he/she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

### **Student Discipline Hearings**

In all hearings, whether initiated by the Board or by appeal, the following procedures will be adhered to:

The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by e-mail and/or regular mail, addressed to the student's parents/guardians. The Board shall make a good-faith effort to have the parents/guardians present at the hearing.

Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.

The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his/her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.

At the conclusion of the hearing, the Board shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the District. The administration or its counsel, by direction of the Board, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Findings of Fact and Conclusions of Law.

### **Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent/guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board shall notify, in writing, the parents/guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

### **STUDENTS CONGREGATING**

Students in groups, who create an unsafe environment, are disruptive or impede the smooth flow of student traffic, may be disciplined up to and including suspension from school.



## **STUDENTS ON CAMPUS WHILE SUSPENDED**

Any student on out-of-school suspension will not be permitted on any District school property at any time. If a student serving an out-of-school suspension is found on school property or at a school-sponsored activity (at home or away), the student will be suspended an additional day for each violation.

A student on out-of-school suspension for an act of school violence, violent behavior, or any drug-related activity is not permitted to be within one thousand feet of any public school within the District or at the activity unless (1) the student is under the direct supervision of the student's parent, legal guardian, or custodian; and the superintendent designee/principal has authorized the student to be on school property or at any activity of the district regardless of whether or not the activity takes place on district property; (2) the student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school that suspended the student and the superintendent designee/principal has authorized the student to be on school property or at the activity; or (3) the student resides within one thousand feet of a school within the District or place of activity. A student who violates this provision will be subject to additional discipline, up to and including further suspension and/or expulsion.

## **STUDENTS ON CAMPUS WHILE ASSIGNED TO IN-SCHOOL SUSPENSION PROGRAM**

A student who has received an in-school suspension may be at the school housing the in-school suspension only during school hours. No in-school suspended student may be on any other school property or at a school-sponsored activity (at home or away) during the time of the suspension. Students who violate this regulation will be assigned a day of out-of-school suspension for each violation.

## **SUSPENSION**

Alternative learning placements, suspension and/or expulsion, may be utilized and/or recommended by the principal in accordance with the discipline policy. Students under suspension or expulsion are not allowed on school property and may not attend or participate in school activities (home or away) without special permission from the principal. The Superintendent/designee may suggest or require any other follow-up professional services deemed appropriate for any level of discipline.

1. In-School Suspension - This placement is defined as removal of the student from his/her assigned classrooms and daily schedule for disciplinary purposes. The student shall be assigned for ten (10) school days or less to an alternative learning environment within the student's own school. The student may make up work for credit.
2. Long Term In-School Suspension - This placement is defined as removal of the student from his/her assigned classrooms and daily schedule for disciplinary purposes. The student shall be assigned for more than ten (10) school days to an alternative learning environment located in one of the District's schools as designated by the District. The student is allowed to make up written work and labs for credit wherever possible as determined by the administration. When the consequence for a misbehavior states there may be a recommendation to the Superintendent/designee for an additional one hundred seventy (170) school days, the Superintendent/designee may desire to give the student the option to participate in this program.
3. Out-of-School Suspension - This type of suspension is defined as removal of the student from the school premises for disciplinary purposes. Students may make up work for the first out-of-school suspension. On the second out-of-school suspension and each one thereafter, students may do the work but will not receive credit, except for exams and major projects. Major projects or exams missed during a suspension will be made up within the same number of days as the length of the suspension. The principal may suspend for ten (10) school days. To suspend for more than the ten (10) school days, a recommendation must be made to the Superintendent/designee who may suspend up to one hundred eighty (180) school days. Students who are suspended by the Superintendent/designee for up to one hundred eighty (180) school days and are not involved in the Long Term In-School Suspension program, may not receive credit for work during the time of the suspension. On all suspensions for more than ten (10) school days, the student has the right to appeal the decision by requesting a hearing before the Board.
4. Expulsion - This type of suspension is defined as removal of the student from school premises for disciplinary purposes for an indefinite period of time from the District schools. All credit for work ceases immediately. This action requires that the principal suspend the student for ten (10) school days. The principal may recommend to the Superintendent/designee that the student be expelled and the Superintendent/designee may then make a recommendation to the Board that such action be taken. The Superintendent/designee may also make a recommendation to the Board for expulsion without the principal's

recommendation. The Board must act on this recommendation, but the student has a right to a hearing before the Board if requested.

### **\*TARDINESS**

Four minutes will be allowed for passage between classes. Students are expected to arrive on time and prepared for class. This is essential for classes to operate efficiently and will help instill promptness as a life-long skill. Students will be considered tardy if they are not in their assigned classroom by the end of the tardy bell. Lab and P.E. classes might vary this procedure.

Passes must be written by a teacher who detains a student for any reason. Teachers must send out an email to the entire Crestview staff if an entire class is released late or a group returns late from a field trip, with a time students should be arriving to their next classes.

Tardies will be calculated on a semester basis. Teachers are responsible for enforcing guidelines regarding tardies.

### **\*TARDINESS TO CLASS**

For UNEXCUSED tardies, the following action will be taken:

- First tardy - Teacher records the tardy and informs the student.
- Second tardy - Teacher records the tardy, informs the student and warns the student of detention on third tardy.
- Third tardy - Teacher-assigned consequence, such as lunch detention, after-school detention and/or another consequence agreed upon by teacher and grade-level principal. Teacher will contact parents and inform them of increased consequences for future tardies.
- Fourth tardy - Two teacher-assigned consequences (see above).
- Fifth tardy - Teacher refers the student to the office. Principal assigns consequence and contacts parents.
- Sixth tardy + - Teacher refers student to the office for a principal-assigned consequence of up to a suspension for three (3) school days or until a satisfactory parent conference is held.

### **\*TARDINESS TO SCHOOL**

If a student is tardy to school, he or she must report to the office to obtain a pass before reporting to class.

For UNEXCUSED tardies, the following action will be taken:

- First tardy - Attendance secretary records and informs student.
- Second tardy - Attendance secretary records, informs student and grade-level counselor. Counselor will hold a conference with student and contact parents in person or by phone.
- Third tardy - Attendance secretary records and refers student to office. Grade level principal will hold a conference with student and contact parents in person or by phone. An after-school office detention will be assigned.
- Fourth tardy - Attendance secretary records and refers student to the office. Student will be assigned two after-school detentions. Parents will be informed.
- Fifth + tardy - Attendance secretary records and refers student to the office. Student will be assigned one day of ISS. Parents will be informed.

Subsequent incidents of lateness to school will result in office referrals, increased days of in-school suspension and/or referral to district social worker.

### **TECHNOLOGY**

Student use of computers, computer hardware, software, networks and files contained therein which are property of the District is restricted to course related work unless prior approval is received from authorized staff. Unauthorized use of computers may result in detention, suspension, restricted use of computers and remuneration. Legal authorities may also be contacted.

### **THREATS TO ANOTHER STUDENT/DISTRICT PERSONNEL**

Any threat, verbal, physical or written, to another student or district personnel regarding life, physical well-being and/or personal property will result in a detention, parent conference, in-school suspension or out-of-school

suspension with a possible recommendation for a suspension up to an additional one hundred eighty (180) school days or expulsion. Referral may be made to legal authorities.

Any threat that includes the mention of a weapon or explosive device will result in ten (10) to one hundred eighty (180) school days out-of-school suspension with a possible recommendation for expulsion and legal authorities will be notified.

Any proposed suspension under the policy “Threats to Another Student/District Personnel” will be discussed with the Superintendent/designee.

## **TOBACCO**

Possession, use, sale or transfer of any tobacco product by students on district property, in district vehicles or at school-sponsored functions both on and off district property is prohibited.

Violations will be defined as any of the following:

1. Possession of any tobacco product
2. Smoke coming out of mouth or nose
3. Smoke coming from an area occupied by students
4. The smoking of electronic, “vapor” or other nicotine delivering devices, substitute forms of cigarettes, or any other tobacco innovation

The penalty for students who violate this policy will be as follows:

<i>First Offense:</i>	Confiscation of tobacco products, notification of parents/guardians, and notification of police in accordance with St. Louis County Ordinance and a minimum of three (3) school days in-school suspension. Students will be offered resources for available cessation programs.
<i>Second Offense:</i>	Confiscation of tobacco products, notification of parents/guardians, notification of police, and a minimum of three (3) school days out-of-school suspension. Students will be offered resources for available cessation programs.
<i>Third Offense:</i>	Confiscation of tobacco products, notification of parents/guardians, parental conference, notification of police, and a minimum of five (5) school days out-of-school suspension. Students will be offered resources for available cessation programs.

Bus Transportation: If a student is smoking or holding a lighted cigarette or an electronic “vapor” or other nicotine delivering device on the bus, he/she will be suspended from school for five (5) school days. A repeat of the offense may lead to permanent suspension from school transportation.

## **TRUANCY/SKIPPING CLASS**

Any unauthorized absence from school or class is defined as truancy. Consequences may include detention, in-school suspension or out-of-school suspension. Notification of appropriate authorities will also be made. Chronic absenteeism will result in a possible recommendation to the Superintendent/designee for an additional penalty up to a one hundred seventy (170) school day suspension.

## **VANDALISM**

Vandalism is defined as willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

<i>First Offense:</i>	In-school suspension, one (1) to one hundred eighty (180) school days out-of-school suspension or expulsion, possible notification to law enforcement officials, and possible documentation in student’s discipline record. Possible remuneration for damages.
<i>Subsequent Offenses:</i>	Eleven (11) to one hundred eighty (180) school days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record. Possible remuneration for damages.

## WEAPONS IN SCHOOL

The District recognizes firearms and weapon possession as a potential threat to health, safety and security of students, employees and other persons. The District will not tolerate the presence of firearms on the premises of our schools. In order to maintain this safety of the education community, the District will strictly enforce the necessary disciplinary consequences. This prohibition includes possession of firearms and weapons on school playground, school parking lots, school buses and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law.

A firearm is defined as:

- Any item which is loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may readily be converted to, expel a projectile by action of an explosive, or;
- Any item which will, or which may be readily converted to, expel a projectile by the action of any explosive of other propellant, and which has a barrel with a bore of at least one-half inch in diameter; or
- Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with propellant charge of greater than four ounces; and other similar devices as recognized under federal law; or
- Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.
- Any weapon device defined as (section 571.010 RSMo) a blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade, mace spray, knife with blade exceeding four (4) inches, any knife regardless of blade length. Items customarily used, or can be used, to inflict injury upon another person or property.
- Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used or could be used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in § 571.010, RSMo on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis by the Superintendent/designee.

This regulation shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.

This regulation will be submitted annually to the Missouri Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapon involved.

Students who use or possess weapons, or weapon replicas, other than those defined in RSD Regulation 2620, including a water gun or toy gun and including an ordinary pocket knife with no blade more than 4 inches in length, will be subject to an out-of-school suspension for up to 180 days, or expulsion. It may be documented in the student's discipline record and legal authorities may be contacted.

Students who use such weapons, toy guns, weapon replicas or other objects, in a way as to threaten or intimidate someone, will be subject to an out-of-school suspension for up to 180 days, or expulsion. Any proposed suspension under the Weapons in School Policy will be discussed with the Superintendent of Schools or his designee. Legal authorities may be contacted.

School Nickname.....THE TROJANS  
School Colors.....ROYAL BLUE, GOLD & SILVER  
School Mascot .....HECTOR  
(A statue of the Great Trojan Warrior)  
School Motto .....TAKE PERSONAL RESPONSIBILITY  
School's Prized Possession ..... THE AMPHORA  
(An authentic ancient Greek water jug)

## ***SONG OF HECTOR***

### **"Trojan Pride"**

This Ancient Amphora has come to hold  
High purpose for all who enter here.  
These jaunty colors, Blue and Gold,  
Have kept this solemn purpose clear.

My molded image signals Trojan Pride  
Which you of worthy goals shall always know.  
For you'll uphold the Favored Trojan Side -  
No matter where or when you choose to go.

My spirit joins you with this lofty aim:  
That your Crestview day and hour be well spent;  
That it was for the better that you came,  
And honored things these symbols represent.

Anonymous  
October 20, 1970

# 7 Habits of Highly Effective People

Be Proactive

Begin with the End in Mind

Put First Things First

Seek First to Understand, then to be Understood

Think Win-Win

Synergize

Sharpen the Saw